Graduate Intern, Office of Student Conduct & Conflict Resolution (OSCCR)

**Hiring Department:** Office of Student Conduct & Conflict Resolution (OSCCR)

**Supervisor:** Assistant Director of Conflict Resolution Services

**Position Time:** 20 hours, 9-Month (August to May)

**Compensation:** $15/hour

**Application Information:** Email resume and cover letter to Stacey Jaksa, sjaksa@luc.edu. The email subject line should indicate the title of the Graduate Intern position. Priority deadline to apply is February 23rd.

**Summary:**
The Graduate Intern (GI) is a part-time (20 hours/week) position for GI candidates interested in working within a department responsible for student conduct and conflict resolution services across the University system. The GI is charged with creating environments that encourage student and community development in the spirit of Loyola University Chicago’s Jesuit heritage. The GI is expected to incorporate the principles of Ignatian education with special emphasis on the development of the whole person – in mind, body, and spirit. The GI role is designed to offer intentional development of the student during their time at Loyola University Chicago and to prepare graduate students as emerging practitioners.

The Office of Student Conduct & Conflict Resolution (OSCCR) promotes student success and development through upholding policies and procedures that ensure a safe, respectful, and inclusive environment in which students can thrive. We strive to strengthen our community by supporting students in cultivating accountability, engaging in open dialogue to repair harm, and practicing ethical decision-making. The OSCCR holds students accountable to the Community Standards by adjudicating cases of alleged policy violations, and providing conflict resolution services to students. OSCCR seeks to balance the needs of our students, our community, and the institution of Loyola University Chicago, in order to foster an environment that is safe, caring, and supportive of the University’s mission and Student Promise. For more information, visit our website at [www.luc.edu/osccr](http://www.luc.edu/osccr).

**Learning Outcomes for the Position:**
The GI serving the Office of Student Conduct & Conflict Resolution will be able to:

- Demonstrate knowledge and application of the OSCCR mission, philosophy, and practices;
- Identify and apply appropriate student development theory;
- Use appropriate assessment tools to evaluate student learning and experiences;
- Interpret and accurately apply University policy and procedures of the conduct process; and
- Conduct oneself with a high degree of professionalism, poise, confidence, and exercise sound judgment.

**GI Responsibilities include:**

- Advise, recruit, and train student leaders serving the OSCCR including ongoing professional development;
- Plan and co-facilitate the annual student leader retreat, normally held at the beginning of the fall semester;
- Serve as a conduct administrator resolving alleged violations of the Community Standards;
- Maintain consistent weekly office hours consisting of 20 hours per week, mostly during normal business hours;
- Advise Student Community Board hearings two evenings per week;
- Contribute to departmental programming efforts to promote The Student Promise (www.luc.edu/thestudentpromise) and conflict resolution services; and
- Support and contribute to a collegial, positive, and professional work and learning environment.

**Qualifications:**
- Enrollment in a graduate level degree program with preference for a program at Loyola University Chicago;
- Demonstrated understanding and appreciation of the mission and philosophy of the OSCCR;
- Strong organizational skills and ability to manage multiple detail-oriented projects concurrently;
- Demonstrated commitment to diversity, social justice, and multiculturalism;
- Ability to work collaboratively to plan and execute departmental programming initiatives;
- Maintain a positive attitude and openness to feedback;
- Self-awareness, self-confidence, and strong listening skills;
- Excellent written and verbal communications skills; and
- Proficiency with Microsoft Office Suite.

**Timeline:**

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<thead>
<tr>
<th>Date</th>
<th>Action Item</th>
<th>Notes</th>
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<tbody>
<tr>
<td>January 31st</td>
<td>Applications Open</td>
<td>Instructions for application submission are located at the top of this position description</td>
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<tr>
<td>February 23rd</td>
<td>Priority Deadline to Apply</td>
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<tr>
<td>Week of February 24th</td>
<td>Phone/Zoom Interviews Offers Extended</td>
<td>Applicants will be contacted by hiring department via email</td>
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<td>February 26th to March 6th</td>
<td>Phone/Zoom Interviews Occur</td>
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<tr>
<td>Week of March 16th</td>
<td>Offer Final Round Interviews</td>
<td>Applicants will be contacted by hiring department via email</td>
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<tr>
<td>March 19th and 20th</td>
<td>Final Round Interviews Occur</td>
<td>Final round interviews will occur on-campus, with an option for out-of-town candidates to participate virtually.</td>
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<tr>
<td>March 30th</td>
<td>Offer Positions</td>
<td>Applicants will be contacted by hiring department via email</td>
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<tr>
<td>April 15th</td>
<td>Acceptance Deadline</td>
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_The Office of Student Conduct & Conflict Resolution encourages candidates to apply who identify as being from diverse backgrounds with regard to ethnicity, culture, gender, sexual orientation, faith tradition, physical ability, and experience. Unique identities and perspectives are welcomed._