

POSITION DESCRIPTION
Graduate Judicial Officer
Student Judicial Affairs and Community Standards

The University of Southern California is seeking an individual with strong interpersonal skills, excellent judgement and integrity to play a key role in USC's student conduct review system. The Office of Student Judicial Affairs and Community Standards at USC responds to both academic and non-academic issues of student misconduct within the campus community. The student conduct review process focuses on an educational approach to disciplinary action. Its goal is to guide students in understanding standards of appropriate behavior within the university community and in accepting responsibility for their actions.

The Graduate Judicial Officer assumes a variety of responsibilities in the day-to day operations of the student conduct system. These include but are not limited to the following:

Administrative Reviews

- Meet with students to explore the parameters of behavioral issues, academic integrity issues, and decision-making skills.
- Conduct investigations and administrative hearings regarding alleged violations of the Student Conduct Code. Evaluate evidence and make findings based on the preponderance of the evidence.
- Guide students through the process of identifying problems and accepting responsibility for behavioral choices.
- Counsel and advise students about strategies to avoid future violations of university standards.
- Assess student wellbeing and adjustment to campus life.
- Identify resources and develop strategies to best address issues that pose challenges to students' personal and educational success.
- Assign appropriate disciplinary sanctions and service referrals.

Case File Management

- Maintain accurate and complete physical and electronic files regarding assigned disciplinary cases.
- Create comprehensive written reports of the review process, administrative findings and outcomes in cases.
- Maintain statistical data, and documentation of communication and procedural compliance.
- Respond in a timely manner to inquiries and other communication.

Office Duties

- Maintain statistical data, department and student records, documentation of procedural compliance, communication and case management.
- Attend weekly staff meetings.
- Assist with office work as needed to main a supportive work environment.

- Perform other duties and projects as assigned by the Director of the Office of Student Judicial Affairs and Community Standards.

Minimum Requirements

- Enrollment and good standing as a graduate or professional student at the University of Southern California.
- Impeccable integrity and high degree of responsibility, accountability and authenticity.
- Skill in engaging students in effective conversations concerning unacceptable behaviors.
- Sound judgment and the highest ethical standards.
- Ability to effectively assess students' development and assist them in recognizing and resolving behavioral issues.
- Strong communication skills and interpersonal effectiveness, including relationship building and conflict management experience.
- Excellent writing skills.
- Strict compliance with confidentiality requirements and adherence to procedures.
- Acceptable schedule of availability during normal business hours.

Who is eligible to apply? Incoming graduate or professional students at USC

Term: Start Date: Fall 2018

End Date: May 2019

Hours Per Week: Max 15 hrs per week

Work Hours: variable between 8:30AM and 5PM

Compensation: TBD

Website: <https://sjacs.usc.edu/>

Contact Information

Student Judicial Affairs and Community Standards

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As an Equal Opportunity Employer, the University of Southern California values diversity.