Name of Office: Student Conduct
Student Conduct is responsible for the daily operation of the student conduct system at Northern Illinois University. The study conduct system is a dynamic structure, which supports the educational mission of the institution. The primary focus of the conduct process is education, by holding students accountable for their behavior and actions as they relate to the Student Code of Conduct. Student Conduct collaborates with many departments on and off campus as it operates the student conduct system. Student Conduct provides programming to academic and non-academic organizations relating to student conduct, civility, university policies and a range of social issues.

Department Mission: Student Conduct helps student, staff and faculty facilitate an environment conducive to learning, by promoting responsible behavior, decision making and community standards.

Student Affairs & Enrollment Management Mission: In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs & Enrollment Management creates student learning opportunities beyond the classroom that inspire intellectual, personal, and civic growth for leadership in a diverse and complex world.

The Position:

- Serve as a Student Conduct Administrator
- Assist with departmental evaluation
- Complete departmental special projects
- Provide training presentations to various constituencies including faculty
- Maintain confidentiality in accordance with Federal and State Laws, and university policy
- Perform functions as outlined in the Student Code of Conduct
- Keep scheduled appointments
- May require after hours commitments

*The main function of this position is that of an administrator. It is sometimes necessary to utilize other skills, such as that of a counselor or investigator, but the use of these skills are secondary to the position responsibilities.

Responsibilities:

- **Flexibility**- May require after hours commitments and rescheduling of appointments with students
- **Interpersonal Relations**- Requires an ability to build trust and a rapport with students, parents, and other interested parties in potentially difficult situations
- **Ability to Multi-task/Organizational Skills**- Given the small number of staff in the office, multiple projects may need to be completed simultaneously
- **Oral Communication to individuals and groups**- A must for presenting information to a conduct board or to an audience who does not necessarily understand the intricacies of the student conduct process
Written Communication: Written information is routinely distributed about conduct matters at various levels of the institution

Critical Thinking: This skill is imperative when it comes to investigations and adjudication

Assertiveness/Confrontation: Ability to confront students and assist in bringing about resolution to conduct related incidents

Requirements:
- Admitted to NIU’s graduate school and enrolled in a graduate course of study
- Preference will be given to graduate students pursuing a degree in Counseling, Adult and Higher Education, but those pursuing in a closely related field or discipline at Northern Illinois University will be considered
- Ability to work independently and/or in a group environment
- Maintain a high level of professionalism including appearance, behavior and communication
- High ethical standards
- Maintain good standing with Northern Illinois University (no student conduct record)
- Must be able to work in and handle potentially stressful situations involving students
- Excellent administrative skills and attention to detail

Qualifications:
- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds

Salary/Compensation for a 9 month, 20 hours per week position include:
- Start Date: August 15, 2016
- Salary: $1000 per month
- Housing in residence hall: None
- Meal Plan: None
- Other Benefits: Possibility for professional development opportunities

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