



New Jersey Institute of Technology
Department of Residence Life
FALL 2018 POSITION DESCRIPTION

Residential Conduct Policies, Procedures & Sanctions Capstone Experience

DESCRIPTION:

The individual serving in this position assists NJIT Residence Life by providing direct support towards reviewing and updating residential conduct policies, procedures and sanctioning opportunities. This placement opportunity is designed for a 3-6 hours per week commitment during fall 2018 with direct supervision from Area/Residence Coordinators of Residence Life. At times, the work will require night and weekend work. The position may be extended into spring 2019.

DUTIES AND RESPONSIBILITIES

Residential Conduct Projects:

- Assist with the reviewing of current residential conduct policies and procedures.
- Making suggestions of changes to the current policies and procedures based on student development theories and other best practices.
- Review current sanctioning suggestions and recommend updates.
- Flush out sanctions and create a guide / pool specific to NJIT and the local community.
- Research and create educational workshops, media and/or online assessments geared better decision making and reducing recidivism.
- Create preventative educational workshops, media and/or online assessments geared towards keeping residents informed of conduct policies, sanctions and alternatives.

Administration:

- Attend weekly meetings with Area/Residence Coordinator(s).
- Attend relevant committee meetings.
- All required reporting obligations as outlined by the applicant's graduate program.

Other Duties:

- Assist in the development and presentation of conduct process updates to professional staff
- Serve as a positive role model for staff and students; including projecting a positive attitude toward the position, department, and institution

Remuneration:

- \$350 semester meal plan (FLEX POINTS) for on-campus dining.
- On-campus parking during the appointment period.