

Student Life and Success is a dynamic department offering programming and services that support student success both academically and outside the classroom.

As part of Student Life and Success, Student Affairs supports students by leading the Campus Assessment Response and Education (CARE) team and the non-academic misconduct process.

At the core of our department are its people. We thrive on student-driven innovation and on collaborative teamwork between our student leaders and the professional staff.

Job Title:	Student Conduct Council Member (Volunteer)
# of Positions:	12
Start / End Date:	September 1, 2023 - April 2024 <i>(end date may vary, typically last date of Winter classes)</i>
Hours:	Approximately 3 hours/week plus participation in training, skill and team building meetings
Eligibility:	Must be a current Brock student with a minimum overall average of 65% Students from any year and/or program of study are encouraged to apply!
Application	We kindly ask students to email their resume and a statement outlining why they are interested in the position to Student Affairs Case-Coordinator, Rachael Kemp at rkemp@brocku.ca . The deadline to apply is February 19th, 2023.

Position Summary

Brock University has established the Student Code of Conduct to promote and maintain respect for the rights and well-being of all members of our community and address instances of non-academic misconduct that jeopardizes the welfare of the Brock Community, the good order and proper functioning of the academic and non-academic programs, and activities of the University, or that adversely affects the property of the University.

The Student Conduct Council (“SCC”) plays an integral part in maintaining a safe, inclusive environment that promotes civic responsibility by participating in procedures to address non-academic misconduct. As part of the SCC, members hold hearings to adjudicate alleged incidents of student non-academic misconduct and participate in restorative justice processes.

SCC members participate in hearings and attend skills, team, and knowledge building sessions throughout the academic year. Students will dedicate approximately three hours weekly to this volunteer position.

For additional information about the Student Conduct Council and the Non-Academic Misconduct process, please visit [Non-Academic Misconduct - Student Life and Success \(brocku.ca\)](http://brocku.ca).

Duties and Responsibilities

1. Participate in processes to address student non-academic misconduct

- a) Reviewing campus incident reports and interviewing respondents and witnesses during hearings to gather facts related to incidents
- b) Through consensus decision making and interpretation of the Student Code of Conduct, determine whether the Student Code of Conduct has been violated

- c) Assessing outcomes that are appropriate in the circumstance when it has been determined that the Code of Conduct has been violated
- d) Participating in the informal resolution of incidents including restorative justice processes

2. Team Support and General

- a) Act as a responsible representative of Brock University
- b) Participate in training and team meetings as required

Required Skills & Qualifications

- Provide a welcoming and resourceful presence for a diverse student body; taking a student-centered approach
- Ability to handle highly confidential information with the utmost professionalism
- Ability to interpret policies and apply procedures
- Positive and enthusiastic attitude
- Extensive verbal communications skills
- Ability to maintain strong working relationships and ability to work collaboratively with fellow SCC members and staff

Brock University recently paused its COVID-19 vaccination and mask requirement although masks are still required in instructional spaces. This decision is subject to change on short notice should the public health situation require it. If the University once again requires all employees working on campus and/or in-person with other employees, students, or members of the public to provide proof that they are fully vaccinated against COVID-19, you will be required to submit proof of vaccination. Those who meet specific and limited medical or human rights accommodation criteria may be required to participate in rapid antigen testing and enhanced screening protocols.

Learning Outcomes

This position is designed to provide experience and skills development; by the end of their position, student staff will be expected to know, understand, and demonstrate the following learning outcome domains:

- Communication: enhanced communication skills and the ability to relate with others.
- Teamwork & Collaboration: gain experience working as part of a team.
- Leadership: gain a sense of self-awareness and demonstrate an understanding of their leadership ability.

Additional Benefits

- Training, skills-development, and knowledge building in areas such as communication, policy administration, and leadership
- Access to social networks, lots of cool people and ideas

Brock University is actively committed to diversity and the principles of Employment Equity and invites applications from all qualified candidates. Women, Aboriginal peoples including those who identify as members of First Nations, Inuit and Métis Peoples, members of visible minorities and racialized groups, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ) persons are encouraged to apply.

We will accommodate the needs of the applicants and the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the selection process, as outlined in the Employee

Accommodation Policy <https://brocku.ca/policies/wp-content/uploads/sites/94/Employment-Accommodation-Policy.pdf>. **brocku.ca**

Please advise rkemp@brocku.ca to ensure your accessibility needs are accommodated through this process. Information received relating to accommodation measures will be addressed confidentially.

We appreciate all applications received; however, only candidates selected for an interview will be contacted.