

# Office of Student Rights & Responsibilities (OSRR) - Student Affairs Graduate Student Leader

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CSUB Student Affairs Office

Bakersfield, CA

## About the role

Application deadline: October 1, 2021 5:00 PM

Posted date: August 9, 2021

Seasonal role: (8/23/21 - 5/20/22)

Estimated salary: \$14.00 per hour

US work authorization: Accepts OPT/CPT

## Role Description

### Position Information:

\*\*\*NOTE: All students must be available for cohort meetings – Dates and Times- TBA

JOB TITLE: Student Affairs Graduate Student Leader

DEPARTMENT: Office of Student Rights and Responsibilities

DIVISION: Student Affairs

SUPERVISOR: Director of Office of Student Rights and Responsibilities

POSITION TYPE: This is an in-person position and is subject to change depending on COVID-19 health and safety regulations. This position is required to comply with CSUB's COVID-19 safety protocols, including vaccination or exemption requirements.

HOURS: 20 hours per week (Maximum)

Student Affairs Graduate Student Leaders support the graduate program's mission to provide exposure to the broad areas that make up Student Affairs on college and university campuses. Graduate Student Leaders learn the various skills to support the growth and development of college students through co-curricular and student support functions at CSUB.

NOTE: Graduate students in the Student Affairs Program may use the Graduate Student Leadership Program in part to fulfill the Fieldwork / Internship requirement (EDCS 6310 & 6320). Please communicate with your Academic Program Advisor for your eligibility.

## II. DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs at California State University, Bakersfield (CSUB) as a partner in the educational enterprise, contributes to the success of our students. Through services, programs and activities, the intellectual, vocational, physical, personal, social and cultural development of all students is encouraged. CSUB educates the "whole person" and provides quality student services.

## III. OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

In support of the mission of CSUB, the Office of Student Rights and Responsibilities (OSRR) administers the Student Conduct Code (California Code of Rules and Regulations, Title 5, Section 41301) to maintain a safe and healthy living and learning environment, and to promote good citizenship and responsible behavior. OSRR contributes to student development by holding students accountable for behaviors that are inconsistent with University standards, by implementing appropriate sanctions, by encouraging ethical awareness and good decision making, and by protecting the students' due process right. OSRR participates in outreach activities to educate the campus community about University policies and expectations, works collaboratively with various campus entities, and is committed to student success.

## IV. EDUCATIONAL OBJECTIVES

The Graduate Student Leader will learn to adjudicate incidents of student misconduct by objectively analyzing information, interpreting policies and procedures, and using critical thinking to make appropriate decisions. The Graduate Student Leader will support the educational efforts of OSRR by coordinating activities that enhance student learning and development and by collaborating with various campus partners. The Graduate Student Leader will strengthen skills in the areas of record keeping, interpersonal communication, and public speaking.

This appointment is from August 23, 2021 to May 20, 2022 but may be terminated without cause prior to May 2022. The Graduate Student Leader will receive feedback on observed growth and learning.

#### V. DUTIES AND RESPONSIBILITIES

The position will carry specific duties and responsibilities as follows:

- Review low-level violations of the Student Conduct Code (academic and nonacademic misconduct).
- Lead one-on-one meetings with students who have violated the Student Conduct Code (low-level violations) and, in consultation with the Director, determine appropriate case outcome.
- Prepare and send written communication to students (judicial letters, emails, etc.) using Office 365 System Applications.
- Use judicial software to accurately maintain disciplinary records.
- Assist with the maintenance and creation of department publications (fliers, brochures, etc.).
- Assist with the coordination of outreach programs designed to educate students about their rights and responsibilities, academic integrity, Title IX and sexual misconduct, drugs and alcohol, and other relevant topics.
- Develop presentations to educate students about their rights and responsibilities and to promote academic integrity.
- Assist with the day-to-day needs and operations of the department (answer telephone calls, greet visitors, and when needed, cover the reception area of the Office of the Vice President for Student Affairs).

#### VI. REQUIREMENTS:

- Must have a 3.00 cumulative GPA for graduate courses during employment.
- Must be enrolled in the Master's Degree Program for at least 6 units in School Counseling (Student Affairs Program) or related program at CSUB.

- Must be available to work 20 hours a week during the academic year. Some evenings and weekends may be required.

#### VII. KNOWLEDGE AND SKILLS NEEDED

- A desire to work in Student Affairs.
- A desire to work with students in one-on-one and group settings.
- Demonstrate appropriate behavior in business settings.
- Phone, email, and office etiquette.
- Ability to adhere to strict confidentiality guidelines.
- Excellent written and oral communication skills.
- Ability to reason logically, draw valid conclusions, and make appropriate decisions.
- Strong organizational and time management skills.
- Ability to work with diverse populations and as part of a team.
- Ability to establish and maintain cooperative working relationships with students, faculty, administrators, and staff.
- Capability to learn computer applications and databases quickly.

#### VIII. LEARNING OUTCOMES

- Gain an understanding of the operation of the unit where serving as a Graduate Student Leader.
- Develop professional mentoring relationships with Student Affairs staff.
- Identify how learning and development theories can be implemented in daily practice within student affairs in post-secondary education.
- Identify one's own leadership strengths and areas of continued development.
- Identify the preparation and learning tendencies with which students enter into post-secondary education and propose strategies to facilitate their development and success.
- Apply research to practice in an area of specialization within Student Affairs in post-secondary education.

- Communicate ideas and concepts effectively in written and spoken word.

#### IX. BACKGROUND CHECK:

A background check will be required if the student is being considered for a position in which a background check is required by law and if they have not had the specifically required checks within the past 12 months on our campus.

If a background check is required (including a criminal records check) this must be completed satisfactorily before the candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

#### SENSITIVE POSITION:

Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

### **Application Instructions:**

Please email your resume to Isabel Gonzalez at [igonzalez4@csub.edu](mailto:igonzalez4@csub.edu).

The body of the email MUST include the "Position Title" and the Graduate Program you are enrolled in for Fall Semester.

\*Note: CSU has implemented the policy requiring vaccination for all students, faculty and staff. If you have an exemption, you can still come on campus, but you will be subject to "other safety measures" including masking, social distancing, and mandatory weekly COVID-19 surveillance and symptomatic testing.