



Student Affairs

University Housing and Residential Life

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Position Title: Graduate Student Worker for Staff Behavior
Division: University Housing & Residential Life
Reports to: Assistant Director of Residential Life – Student Behavior

Employment Period: August 23, 2021 - May 13, 2022
Remuneration: \$20.00 per hour/20 hours per week

Position Overview:

The position will support the Assistant Director (AD) and Coordinator of Residential Life for Student Behavior by providing direct support to the area of Student Behavior. This staff member would help with assessment and trend tracking, sanction coordination and monitoring, direct work with the residential conduct board and serving as a university hearing officer for the department. This position will serve as administrative support the residential life team specifically in the area of student behavior and is a live-off position.

Qualifications:

Full-time, matriculated graduate student at Temple University. Strong administrative skills and excellent communication skills are necessary for this position; prior residential life experience preferred.

Duties and Responsibilities:

I. Student Behavior:

1. Assist AD and Coordinator of Student Behavior in student follow-up and intervention meetings.
2. Assist with the following Student Behavior task
 - a. Case management which includes serving as a university hearing officer and assisting coordinator with specific measures to ensure proper management of student conduct issues.
 - b. Help with sanction follow-up and assessment of student conduct experience.
 - c. Assist with recruitment and training of Residential Conduct Board.
3. Work independently to collect and analyze current behavioral trends.
4. Present suggestions for implementation of various projects and initiatives.
5. Represent the department at university-wide meetings and task force regarding student behavior issues.

II. Administration:

1. Maintain office hours of approximately 20 hours per week (Spread between 3 days out of the week and some evening requirements).
2. Attend weekly student behavior meetings with Assistant Director and Coordinator of Student Behavior and Biweekly Residential Life All Staff meetings.
3. Assist with training and development efforts for the student behavior area, which could include Fall All Staff Training (August), Residential Conduct Board selection and training (September and October), Winter All Staff Training (January)

III. Other Duties:

1. Assist in the development of publications, recruitment materials, and branding efforts.

2. Perform other duties as agreed upon by University Housing & Residential Life.

ACKNOWLEDGEMENT

By entering my TUID after accepting the position in MyHousing, I hereby acknowledge that I have received and read the respective position description, this agreement, and other materials provided by UHRL and agree to their terms. I am aware that failure to meet these obligations, expectations, and conditions stated in this agreement, the position description, and any other materials provided by UHRL may be grounds for disciplinary action up to and including termination of the appointment. I also understand and accept the benefits and compensation being offered by UHRL.