

STUDENT CONDUCT BOARD MEMBER

APPLICATION

for the 2017-2018 academic year



Thank you for your interest in applying to be a future Student Conduct Board

Member! Please familiarize yourself with the application process prior to submitting your materials. If you have any questions, please contact us at osccr@roosevelt.edu.

Minimum Qualifications

- Applicants must have a 2.5 cumulative GPA at the time of application
- Applicants must be in good standing with the University
- Applicants must attend one Information Session in order to be eligible to apply
- Applicants must submit their tentative Spring 2017 schedule, via email to osccr@roosevelt.edu , in addition to the application

Application Submission Instructions

This application must be submitted electronically in **PDF format**. This form is an editable PDF file. Certain sections may have a word limits and the form can only be edited in designated sections. **Please do not attach additional responses when submitting your application.** Only information placed directly within the application file will be reviewed. Applications submitted in any other format (including Microsoft Word) will not be processed.

Once you have completed this application and reviewed it for accuracy, please submit it electronically:

- Email to osccr@roosevelt.edu with the application attached as a .pdf file
- Send from your assigned Roosevelt student email account only
- The "Subject" line should be **YOUR LAST NAME, FIRST NAME**
- The timestamp that appears from your sent email will be the official timestamp used for processing purposes.

Application Deadline

November 29, 2016 by 5:00pm deadline

Candidate Communication and Questions

The Selection Committee will communicate with applicants via their Roosevelt email address. All applicants will receive email notification regarding their application status by Tuesday, November 29th.

Thank you again for your interest in being a Student Conduct Board Member in the Office of Student Conduct and Conflict Resolution. Should you have any additional questions, please contact osccr@roosevelt.edu.

Additional information regarding the Student Conduct Board can be found on the Roosevelt University website by using the following link http://www.roosevelt.edu/StudentSuccess/Conduct/Student_Conduct_Board.aspx.

Section I: Applicant Information

Full Name (Last, First MI) Name Here	Preferred Name	Gender
--	----------------	--------

Roosevelt Email Address @mail.roosevelt.edu		Cumulative GPA		Roosevelt ID # 900
Local Contact Information (Commuter Students)	Address		Apt. or Room #	Cell Phone #
	City	State	ZIP	Please Indicate Class Standing (Fr. So. Jr. Sr. Grad)

Section II: Position Description

The Student Conduct Board (SCB) position is a unique leadership opportunity for students to meaningfully contribute to the campus community at Roosevelt University. In their work, SCB Members serve as resources, conflict mediators, and peer educators. This board is overseen by the Office of Student Conduct and Conflict Resolution. With the goal of creating and maintaining a safe, positive campus environment, SCB Members are responsible for building and facilitating the development of a positive campus community.

The purpose of the SCB is to create a peer led body that will be empowered to resolve cases of alleged violations of the University Rules of Student Conduct which are listed in the [Roosevelt University Student Handbook](#). SCB hearing will consist of three members drawn from the pool of eligible student board members. Upon review of a case, the board makes a determination as to whether or not a policy violation has occurred and decides what, if any, sanctions are to be imposed. Sanctions range from a Disciplinary Warning up to and including Expulsion from the University.

Role Model and Student Leader

SCB Members uphold and adhere to all University policies outlined in the University's Student Code of Conduct at all times. SCB Members uphold Roosevelt University's mission as well as incorporate the University's vision, mission, and values into their work. SCB Members serve as positive role models for all students by demonstrating appropriate and mature behavior. SCB Members provide leadership to students and help to create and maintain an accepting and respectful community atmosphere that stimulates student learning and development.

Student Resource

SCB Members establish rapport with students through attentive listening, genuine care and support, awareness of student needs, and appropriate consultation and referral. SCB Members need to demonstrate effective written and oral communication skills.

Conflict Resolution Ambassador

SCB Members promote community and student development through providing students with tools and resources needed to navigate through situations of conflict with a goal to provide solutions to overcome the negative impact the conflict may have caused.

Peer Educator

SCB Members will serve as peer educators to Roosevelt's student population with the purpose of coaching, assisting and role modeling appropriate behavior and interactions with others.

Eligibility Criteria

Undergraduate and graduate students in good conduct standing with the University, with a cumulative GPA of 2.5 or higher, are eligible to apply. Applicants must abide by the University Student Code of Conduct. Other requirements include: the ability to work with others, sensitivity to and respect for others, openness to differences, a strong sense of impartiality and objectivity, and the ability to maintain strict confidentiality of all conduct information.

SCB MEMBER EXPECTATIONS AND RESPONSIBILITIES

Responsibilities

- Attend and participate in regularly scheduled board hearing (2-3 meetings per month).
- Host office hours within OSCCR for 2 hours each week.
- Review confidential materials thoroughly and prepare open-ended questions to be asked during the hearing.
- Approach each case with the perspective that the charged student has done nothing wrong, unless you are persuaded otherwise by the information presented during the hearing.
- Engage in meaningful and constructive discussion regarding the facts of the case when the hearing has concluded.
- Be creative, thoughtful and constructive in your assignments of educational outcomes.
- Remain mindful of your peer role as well as the educational function and mission of the University.

Information regarding the position will also be shared at the Information Sessions.

Section III: Essay Questions

Please respond to the essay questions below in 250 words or less for each question. Please do not exceed the space provided. We recommend you compose your response in a separate document and paste it into the space below to ensure that you have not exceeded the maximum word limit. Be aware that spell check may not work properly on this application document.

Question 1: What does it mean to you to be an ethical leader and role model when holding a leadership position in the Office of Student Conduct and Conflict Resolution?

Question 2: Please describe an experience in which you had to hold a friend or peer accountable for their actions that were not in line with University's Mission, Values or Code of Conduct. .

Question 3: Our university is committed to advocating for social justice issues, please describe an issue or cause you advocated for and its impact on your cultural competence.

Question 4: Please select three responsibilities from the position description. Provide examples from previous leadership, work, or volunteer experiences that will assist in fulfilling those three responsibilities.



Section V: Certification and Submission

Once you have completed this application and reviewed it for accuracy, you must submit it electronically.

- Email to osccr@roosevelt.edu with the application attached as a .pdf file
- Send from your assigned Roosevelt student email account only
- The “Subject” line should be ***YOUR LAST NAME, FIRST NAME***
- The timestamp, which appears from your sent email address will be the official timestamp used for processing purposes.

Application Deadline
November 29, 2016 by 5:00pm deadline

The Office of Student Conduct and Conflict Resolution reserves the right to solicit additional materials and references relative to your application. This includes, but is not limited to, academic transcripts, student conduct history and disciplinary records. After the application has been submitted by the applicant, it becomes the exclusive property of the OSCCR. Applications are classified as personnel materials and are subject to confidentiality.

Applications will be screened and selected candidates will be offered an opportunity to advance through the interview process based on the decisions of the selection committee. **Not all applicants are guaranteed the opportunity to advance through the entire process.** We anticipate the process will have a highly competitive pool of candidates and that we will have more applicants than spaces available in our process. The decisions made by the selection committee are final; if a candidate is not offered an opportunity to advance in the process, there is no appeals process.

By submitting this application from your Roosevelt student email address, you are agreeing: *To the best of my knowledge, the information I have furnished in this application is true and correct. I realize that intentional falsification of statements in this application will subject me to being disqualified as an applicant for a position in the Office of Student Conduct and Conflict Resolution. In addition, I have read and fully understand the application process and agree to follow the process. By submitting my application electronically from my luc.edu e-mail account, I understand that I am authorizing a Office of Student Conduct and Conflict Resolution staff member to verify my GPA and student conduct history to determine eligibility.*

Please type your full name and the current date as your digital signature:

Full Name:	Today's Date:
------------	---------------

Roosevelt University has been committed from its inception to a policy on non-discrimination. No person shall be discriminated against because of age, ancestry, citizenship, color, creed, disability, gender, gender identity, marital status, military status, national origin, parental status, race, religion, sexual orientation, source of income, unfavorable discharge from military service, veteran status, or as a result of being the victim of domestic or sexual violence in its programs and activities.

Students who believe they have experienced unlawful discrimination are advised to file a written complaint in accordance with the Discrimination Complaint Procedure as described in this handbook.