

## STUDENT CONDUCT BOARD 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.

### **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 meetings (2-3 meetings per month).
- Host 2 office hours per week in the Office of Student Conduct and Conflict Resolution.
- 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.