

The College of New Jersey's (TCNJ's) Office of Student Conduct & Off-Campus Services is looking for a Field Experience intern to join our team. With a student body of approximately 6,790 undergraduate students, TCNJ is a highly selective public residential college focusing on the undergraduate experience. Seven schools—Arts and Communication; Business; Humanities and Social Sciences; Education; Engineering; Nursing, Health, and Exercise Science; and Science—offer more than 50 liberal arts and professional programs.

About the Office of Student Conduct & Off-Campus Services:

The Office of Student Conduct & Off-Campus Services is part of the Dean of Students Office at TCNJ, alongside the TCNJ Cares Program and the Office of Title IX & Sexual Misconduct. In line with the missions of the College and Division of Student Affairs, The Office of Student Conduct & Off Campus Services strives to uphold the standards created by the College community, providing an educational conduct process as well as promoting good relations with the greater Ewing community. The Office of Student Conduct & Off-Campus Services is primarily responsible for investigating and adjudicating reports of student misconduct and upholding the various facets of the Student Conduct Code at TCNJ.

Additionally, the office strives to serve the needs and interests of students living off-campus in the nearby residential communities of Ewing, NJ. We do so by providing resources for successful off-campus living, and by hosting three programs annually that support the off-campus experience.

Field Experience Intern Description:

The Field Experience Intern at The Office of Student Conduct and Off-Campus Services is a member of the staff and is involved in all aspects of the program. The position is designed to provide the Field Experience Intern with exposure to several facets of the Student Conduct system, the philosophies and best practices of Student Conduct, and extensive experience working with students one on one through the disciplinary process.

The Field Experience Intern will adjudicate Student Conduct cases and will assist in the completion of the office's regular administrative projects, such as maintaining accurate disciplinary records, assisting in programming efforts, etc. The Field Experience Intern will assist in case management utilizing the conduct database, including uploading relevant documents, case review and hearing preparation, generating reports, and online case assignment.

The Office of Student Conduct and Off-Campus Services Field Experience Intern will report to the Assistant Director of Student Conduct; working hours will typically occur within the normal business hours of The College of New Jersey (weekdays between 8:30am-4:30pm), though the role may include occasional evening or weekend hours.

Through this experience, the Field Experience Intern will learn the following:

- Following and executing the Student Conduct/disciplinary process at TCNJ
- Interpreting and enforcing policy in an adjudication setting
- Techniques for holding students accountable for behavior, which includes a variety of fact-finding techniques, referral to resources, reflective/restorative justice techniques, etc.
- Making and articulating evidence-based decisions
- Assistance in the planning and execution of student-centered programs/outreach in conjunction with a variety of campus partners
- Complete a project that gives comprehensive attention to either of the following areas:
 - **Proactive Programming Plan:** Given that the primary nature of Student Conduct work is reactionary (i.e., we meet with a student after an incident has already occurred), the Office of Student Conduct & Off-Campus Services would like to expand its efforts in being proactive through intentional programming. The Field Experience Intern will work with staff to develop a proactive programming plan in order to meet that goal. The programming plan can include active and passive programming efforts, as well as social media campaigns, to direct attention toward areas of need during the appropriate timeframe. Examples may include topics such as hazing prevention, bias, conflict resolution, being a responsible neighbor, etc.
 - **Restorative Justice:** The Office of Student Conduct & Off-Campus Services offers Restorative Justice processes in order to help students resolve conflicts where any level of harm is identified. The Field Experience Intern complete a strategy project aimed at making the campus community more aware of these services. This project will consist of a comprehensive communications strategy to various segments of the campus community in order to show the value of Restorative Justice practices. In order to complete this project, the Field Experience Intern will gain knowledge of the practices offered at TCNJ, research overall best practices, make efforts to gain student insight, and present their findings to the Assistant Director of Student Conduct.

Working Hours & Scheduling:

The Field Experience Intern will be expected to work in accordance with TCNJ's normal hours of operation. TCNJ's traditional business hours are Monday through Friday, 8:30am-4:30pm. Although the Field Experience Intern will be expected to physically come into the office, as scheduled through the Assistant Director of Student Conduct, flexibility for remote work and/or work outside of traditional business hours will be considered and can be arranged, as appropriate.

Recommended Reading:

- The Little Book of Restorative Justice for Colleges and Universities by David Karp
- The Little Book of Race and Restorative Justice by Fania E. Davis
- Everybody Lies: Big Data, New Data, and What The Internet Can Tell Us About Who We Really Are by Seth Stephens-Davidowitz
- Blind Spot: Hidden Biases of Good People by Mahzarin R. Banaji & Anthony G. Greenwald