

Student Conduct Liaison 2024-2025

The Student Conduct Liaison (SCL) is a compensated, student conduct-related position funded by the Student Activity Fee. The SCL works closely with the Director of Student Integrity and the Residence Life Hearing Officers in managing the Service Alternative to Documentation Fines Program (SAP). This program allows students who have been found responsible for a violation of the Student Code of Conduct to complete community service as an alternative to paying a fine.

The duties of the Student Conduct Liaison include, but are not limited to, the following:

- Track the success of all students who have opted into the program using the Dean of Students EngageXU portal
- Maintain regular and timely communication with all students in the Service Alternative Program from initial contact to final completion
 - This includes: communicating with students assigned SAP, providing necessary information on completing service, providing documentation forms, intake of completed documentation, communication with hearing officers, responding to questions about the process or program
- Collaborate with local organizations to find community service options for students in order to provide a list of approved service sites to students participating in the program
- Serve as a resource to students regarding the Service Alternative Program and SCL position
- Meet regularly with the Director of Student Integrity

Expectations of the Student Conduct Liaison include:

- Demonstrated organizational abilities
- Familiarity with the EngageXU platform and features
- Responsiveness to communication (email, etc.) from community partners, student participants, and conduct staff within 24-48 hours

To be eligible to serve as the Student Conduct Liaison, students must meet the following requirements:

- Minimum cumulative GPA of 2.5
- Not on University Probation
- Not on Residence Life Probation
- All previously assigned conduct sanctions are complete and not past due

Remuneration:

- \$1500 Leadership Grant, divided over two semesters (\$750 per semester)
- The Leadership Grant is applied to the students' Bursar account each semester.