

Ashland University

Student Affairs Internship Program

Position Title: Judicial Affairs Intern
Department: Minority Student Services/ Judicial Affairs
Report To: Director of Minority Student Services/Judicial Affairs

Position Description:

The Judicial Affairs Intern works 15 hours per week as a member of the Judicial Affairs Staff. In return, the intern receives benefits as outlined in the Student Affairs Intern Contract.

Specific Duties:

- Serve as a member of the Judicial Board
- Coordinate notification process for alleged violations
- Copy and distribute judicial and security reports in compliance with FERPA
- Assist the administrative assistant with the preparation of administrative conferences, judicial board hearings, and appeal hearings
- Maintain and file confidential judicial and security report records
- Enter data-judicial statistics and survey results
- Insure judicial integrity by maintaining and following up on sanction completions (i.e., judicial assignment hours)
- Assist with judicial manual revisions and judicial board training
- Assist with assessment projects and evaluation of student needs
- Benchmark judicial process/issues from other institutions
- Coordinating distribution of questionnaires/survey helping to compile data for analysis
- Provide student input on campus issues
- Assist, as needed, with general office duties, including answering telephones, running errands, copying, typing, mailing on and off campus
- Submit work schedule for the semester --15 hours per work
- Other duties as assigned

Learning Objectives:

- Become efficient in basic office skills relevant to Judicial Affairs
- Recognize the importance of diversity and discipline initiatives at AU
- Develop strong organizational and time management skills
- Be proficient in interpersonal communications as well as public speaking
- Gain relevant experience to be used in a future career

Qualifications:

- Minimum 3.0 cumulative grade point average
- No level I or II judicial, no academic integrity violations
- Computer literacy-Word Perfect, Word, Excel, Access, Front Page: ability to multi-task

January 2008