I. OFFICE OF STUDENT CONDUCT
Supporting the university’s mission and distinctive college system, the Office of Student Conduct (OSC) provides central leadership for UCSD’s campus-wide non-academic student conduct process in conjunction with the undergraduate colleges, graduate and professional schools, and greater university community. The office plays a critical role in understanding and shaping the campus diversity climate and in reviewing and resolving matters involving student complaints of bias, discrimination, and harassment. Additionally, OSC facilitates ongoing comprehensive student conduct-related training for staff, students, and faculty while educating the campus community about student rights and responsibilities.

II. POSITION SUMMARY
OSC is looking to fill four student intern positions for the upcoming academic year. Interns will work directly with professional staff in a busy, faced paced student affairs setting, while gaining greater understanding of the student conduct process and the role the office plays across campus. These positions are unpaid and not for academic credit but successful interns will gain valuable professional experience.

III. INTERN DUTIES
Some of the duties interns may be asked to perform include conducting research/statistical projects, processing information requests, identifying and securing community service locations, developing and publishing office newsletter, coordinating Ethics Workshop functions, reviewing evaluations for training and education sessions, and other duties as assigned. Student interns will also assist with daily administrative office functions and serve as front line representatives for the office by interacting with UCSD community members in person and via telephone.

IV. TIME COMMITMENT
OSC student interns are expected to volunteer a minimum of ten hours per week during the duration of the academic year and may volunteer for additional hours. Successful interns may be invited to continue their positions for additional terms, at the discretion of the Director of Student Conduct. Interns must attend and complete ongoing training sessions.

V. QUALIFICATIONS
Potential interns must be currently registered, in good academic and disciplinary standing at UC San Diego as of Fall Quarter 2011. Applicants must have strong written and oral communication skills along with working independently in a team environment. Strong experience using Microsoft Office software programs, including Word, Excel, and PowerPoint is highly desirable. Due to the nature of the office, interns must maintain a high level of confidentiality.

VI. APPLICATION PROCESS
Please submit the application, a resume (if applicable), cover letter, and two professional references to Natania Trapp in the Office of Student Conduct. Selected applicants will be invited for an interview. All application materials must be submitted together in order to be considered.

VII. CONTACT INFORMATION
Natania Trapp
Administrative Coordinator, Office of Student Conduct
Student Services Center, Suite 510
ntrapp@ucsd.edu
(858) 534-6225