



Graduate Intern, Office of Judicial Affairs

Position description

The Graduate Intern assists with day-to-day judicial processes and reports to the Director of Judicial Affairs. As a representative of Southern Connecticut State University, the Graduate Intern serves in organizational, educational, and administrative capacities, assisting with adjudicating cases and offering students strategies for positive decision-making and social responsibility.

Responsibilities

- Provide administrative assistance with record keeping, scheduling, and judicial file management
- Plan and implement educational outreach
- Interact with students, parents, faculty, administrators, legal counsel, and federal agents with sensitivity and professionalism
- Prepare reports and judicial statistics at the request of the director
- Prepare office documents and letters of communication for students
- Investigate and assist with adjudication of alleged violations of Student Code of Conduct
- Assist with filing, covering reception area, and other general office functions

Qualifications

- Effective written and oral communication skills
- Strong organizational and time management skills
- Ability to work independently and as a contributing member of a team
- Ability to develop and maintain positive relations with students of diverse backgrounds
- Knowledge of judicial processes and procedures
- Ability to adhere to strict confidentiality guidelines
- Proficiency in Microsoft Word and Excel
- Admitted as matriculated graduate student at SCSU in Counseling, Political Science, Public Health, School Psychology, Sociology, or other related field