

Student Conduct and Conflict Resolution Student Receptionist Application

The office of Student Conduct and Conflict Resolution (SCCR) provides services, solutions and support to aid students' understanding of responsibility and citizenship within the Illinois State University and Bloomington-Normal communities.

What We Do:

- **Act with Trust and Integrity:** SCCR staff members provide individualized attention, demonstrate care and consideration for each person's story and experience, and engage each person as a partner in the process so that everyone feels heard and valued.
 - **Provide Community-Based Learning:** SCCR staff members promote responsible citizenship on and off campus, ensuring the comprehensive education of students. This education occurs through engaging in reflective conversations, taking advantage of teachable moments, and providing opportunities for the community to protect or restore from harm.
 - **Foster a Peaceful and Socially Just Community:** SCCR staff members serve as a resource for conflict competence, equipping community members with the skills to engage in confrontation, and helping community members navigate conflict resolution through proactive programs
 - **Encourage Multi-partiality:** SCCR staff members recognize that all parties have a perspective worthy of consideration and will advocate for the needs of all parties, understanding that there is no such thing as true neutrality.
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Position: Student Receptionist in the Dean of Students Office

Specialization: Student Conduct and Conflict Resolution (SCCR) – Student Receptionist

Reports to: The Student Receptionist is under the supervision of a SCCR Senior Specialist.

Term of employment: 2017-2018 Academic Year

Principal Duties and Responsibilities:

1. Answer phones.
2. Attend all Student Receptionist staff meetings and trainings.
3. Schedule appointments for SCCR staff.
4. Maintain SCCR general email inbox.
5. Enter Ordinance Violations from Normal Police Department and Bloomington Police Department, and University Violations from Illinois State University Police Department, then scan the tickets into Advocate (the online student conduct database).
6. Scan documentation and upload sanction verifications into student case files, then complete sanction receipt process.
7. Schedule students for the Anger Management Workshop, Conflict Management Workshop, Cyber Communication Workshop, Healthy Relationship Workshop, Alcohol Class, and Bystander Intervention Program. Send notifications when applicable.
8. Maintain a clean reception and work area.
9. Greet students as they come in for appointments.
10. Perform other duties and functions as assigned by staff.

Requirements:

All student staff in the Dean of Students Office are required to be an Illinois State University student in good academic and disciplinary standing.

Remuneration:

It is anticipated that the student worker will be paid \$8.50 hour for the 2017-2018 school year.

Illinois State is an equal opportunity/affirmative action university encouraging diversity

SCCR Student Receptionist Application

Candidate Name: _____

Email Address: _____

Telephone: _____ UID: _____

Class status as of 8/17: FR SO JR SR GRD

Anticipated Graduation Date: _____

GPA at Illinois State: _____ Major: _____

**Indicate your Fall 2017 availability below
(highlight or circle time slots when you would be available):**

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
8-9am	8-9am	8-9am	8-9am	8-9am
9-10am	9-10am	9-10am	9-10am	9-10am
10-11am	10-11am	10-11am	10-11am	10-11am
11am-12pm	11am-12pm	11am-12pm	11am-12pm	11am-12pm
12pm-1pm	12pm-1pm	12pm-1pm	12pm-1pm	12pm-1pm
1-2pm	1-2pm	1-2pm	1-2pm	1-2pm
2-3pm	2-3pm	2-3pm	2-3pm	2-3pm
3-4pm	3-4pm	3-4pm	3-4pm	3-4:30pm
4-5:30pm	4-5:30pm	4-5:30pm	4-5:30pm	

****Attach a brief resume and list of at least two references
who can speak to your work performance.****

I authorize Student Conduct and Conflict Resolution (SCCR) to access any confidential files or information concerning my disciplinary record. I understand that this information will be accessed upon application for a SCCR Student Receptionist position. I further understand that I must be in good standing with the University through all aspects of my employment, and must notify SCCR if I lose my good standing.

Signature

Date

I authorize the Student Conduct and Conflict Resolution Unit of the Dean of Students Office to check my cumulative GPA. I understand the information will be used to check my academic standing (2.0+ GPA, cumulative is good standing).

Signature

Date