

**RESIDENCE PEER CONDUCT BOARD TEAM MEMBER
POSITION DESCRIPTION
2023-2024**

The Role of the Residence Peer Conduct Board Team Member:

The Residence Peer Conduct Board is comprised of undergraduate and graduate students living in residence that hear alleged violations of the Residence Standards. The Residence Peer Conduct Board meetings are chaired by a student chairperson, and members have the opportunity to review incident reports, interview students who have been noted in reports for alleged misconduct, and make decisions about responsibility. If the Board finds a student responsible for violating the Residence Standards, outcomes are recommended to the Residence Student Conduct Coordinator, which may include sanctions. All members of the Residence Peer Conduct Board must possess sincere interest and enthusiasm for working with other students and improving the Residence Community.

The position of the Residence Peer Conduct Board Team Member is filled by a registered full-time student in good academic standing at Carleton University. The Residence Peer Conduct Board Team Member works closely with the Residence Peer Conduct Board Chair, Residence Student Conduct Coordinator and Assistant Director, Residence Life Services. Residence Peer Conduct Board Team Members are responsible for assisting in the overall implementation of procedures, and ensuring that all students are treated with fairness and provided the due process rights granted to them. Applicants must be available to attend weekly hearings on Sundays.

Residence Peer Conduct Board Members keep the Department of Housing and Residence Life Services Educational Priority and Learning Goals at the forefront of their role.

Educational Priority: Living in residence at Carleton University will develop resilient and inclusive leaders who belong and meaningfully contribute to their communities.

Learning Goals:

- Personal Development
- Strengthening Indigenous Awareness
- Strengthening Equity, Diversity, and Inclusion
- Community Engagement

Residence Peer Conduct Board Team Member Position Responsibilities:

- Working with the Peer Conduct Board Chair and Team Members before a hearing to develop areas of questioning.
- Participating in a closed discussion with the Chair and Team Members to determine the status of the decision.
- Attending all assigned hearings assigned by the Residence Student Conduct Coordinator and the Assistant Director, Residence Life Services. Hearings will be in person whenever possible with COVID-19 safety measures in place.
- Coordinating Student Documentation forms and reviewing them with their teams prior to hearings.
- Communicating and liaising with the Residence Student Conduct Coordinator and the Assistant Director, Residence Life Services as necessary for hearings where a consensus cannot be achieved.
- Conducting themselves in a manner consistent with expectations.
- Maintaining strict confidentiality at all times.
- Assume additional responsibilities as assigned.

Required Skills & Qualifications:

- Applicants must reside in residence at Carleton University for the 2023-2024 academic year.
- Will be enrolled as a full-time student of Carleton University for the 2023-2024 academic year.
- Good academic standing and good conduct standing.
- Demonstrate ability to exercise judgment in interpreting and applying a variety of procedures, policies and practices, including thorough knowledge and understanding of the Residence Standards.
- Excellent communication (written and oral), interpersonal, and problem-solving skills.
- Demonstrate active and attentive listening.
- Demonstrate strength in a flexible, team-oriented environment.
- Strengths in conflict mediation and decision-making.
- Maintaining strict confidentiality.
- Experience living in the Residence Community is necessary.
- Available for training and scheduled hearings.
- Successful applicants may **not** be in an elected student leadership position on campus during the 2023-2024 academic year.
- Successful applicants may **not** be in a Residence Life Staff position during the 2023-2024 academic year.

Terms of Employment

- The Residence Peer Conduct Board Team Member position is an eight month contract from September 1st, 2023 to April 19th, 2024.
- Move into Residence on August 31st, 2023 and attend training on September 1st, 2023
- The time requirement for the position is approximately 3 hours per week.
- This position requires evening and weekend work.
- Complete any assigned learning modules and readings, and attend designated development opportunities.
- Any requests for leave or accommodated absences must be submitted in writing to the Residence Student Conduct Coordinator for approval.

Remuneration

- The rate of pay for the Residence Peer Conduct Board Team Member position is \$16.55 per hour.
- The Residence Peer Conduct Board Team Member is required to live in Residence for the 2023-2024 academic year (Residence Fees still paid by the student).