Office of Student Conduct

Busch Student Center 313  314-977-7326  Conduct.slu.edu

**Description of Internship**

The Office of Student Conduct helps students aspire to become men and women for others through an educationally focused disciplinary process that assists students in improving their decision making skills.

Internship duties may be flexible, depending on skills, areas of interest, and departmental needs. Possible projects may include:

- Assist with development of Dispute Resolution Models
- Assist in the planning of educational programming.
- Assist in development of training programs for Hearing Officers, Student Conduct Board and University Committee on Student Conduct Board Members.
- Develop promotional materials and publicity pieces for the Office of Student Conduct.
- Assist with the maintenance and tracking of office software program
- Opportunity to work with various student groups and campus departments.

**Time Requirements**

Internship is approximately 15 hours/week. Hours are flexible. Because of the nature of the work, daytime and evening hours may apply.

**Knowledge, Skills, Abilities**

Intern requirements include enrollment in the Higher Education graduate program at Saint Louis University, verbal and written communication skills, ability to relate effectively to students and professionals, planning and organizational skills, ability to work in team-oriented environment, and computer proficiency. Preferred qualifications include experience in conflict management.

**Contact**

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