Division of Student Affairs

Position: Graduate Assistant for Student Conduct
Office of Student Conduct, Division of Student Affairs

As a graduate assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the Division as necessary.

Description:
Under the direction of the Assistant Dean of Students/Director of Student Conduct, the Graduate Assistant will be responsible for assisting with the administration and enforcement of the Student Code of Conduct and other relevant University policies and procedures. The Graduate Assistant will work closely with the Office of Student Conduct to fulfill the goals of the Office and the Mission of the University.

Responsibilities include (but are not limited to):
- Responsible for all aspects of addressing violations of the University’s visitation policy, including the creation and delivery of decision letters and placing fines and privilege restrictions on student accounts as appropriate.
- Transcribe incident reports and other relevant information into an external case management program, when necessary;
- Track incidents involving the unauthorized use of university identification, specifically the failure to carry Stormcards on campus;
- Create and present educational programs/training sessions on student behavior, with an emphasis on student conduct policies, crisis management, mediation/conflict resolution and other related college student development issues;
- Research and evaluate trends regarding student needs and behaviors and work with Office staff to evaluate programs regularly;
- Conduct pre-hearing conferences, serve as an administrative hearing officer and adjudicate disciplinary cases as assigned;
- Meet with students upon completion of their assigned sanctions to ensure that the student conduct process was administered fairly, to gauge student satisfaction and to provide support for continued personal development;
- Other duties as assigned.

Qualifications
- Bachelor’s degree required;
- Enrollment in a full-time Master’s program
- Ability to effectively prioritize and successfully perform duties autonomously and work independently in a high traffic and multi-tasked work environment;
- Working knowledge of Microsoft Word, Excel and Access;
- Effective communication and presentation skills;
- Demonstrated ability to exercise good judgment in demanding situations;
- Prior Student Conduct or Residence Life experiences a plus.
**Length of Assistantship**: This position requires a commitment of 20 hours per week. The Graduate Assistant contract year runs from late-August through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August and is subject to supervisor approval and budget allowance.