

Student Conduct and Academic Integrity – Graduate Assistantship

- Adjudicate allegations of student misconduct with an emphasis on student ethical development, ensure students understand rights and responsibilities in the resolution process, investigate, determine responsibility, and apply developmental sanctions in accordance with university process and student learning outcomes of the unit, represent the Office of the Dean of Students in University Hearings, draft appeal responses, and maintain accurate records.
- Display appropriate interpersonal, written, and oral communication skills and demonstrate sensitivity to issues of diversity on campus.
- Meet expectations for organization, timeliness, ongoing professional development, and technological proficiency. Maintain a clean and organized working environment, oversee record maintenance, process cases in a timely manner, meet deadlines for assigned projects, and keep abreast of current trends and legal issues impacting the field of conduct administration.
- Provide support for unit policy and publicity initiatives, contribute feedback as requested on matters ranging from the Institutional Rules, Annual Report, Title IX Report, Clery Act Report, Assessment Plan, student learning objectives, website language, publications, and new initiatives.
- Special projects and other duties as assigned.