STUDENT POSITION DESCRIPTION

Graduate Assistant
(3 openings)

HIRING AREA
Student Conduct and Academic Integrity

POSITION OVERVIEW
Student Conduct and Academic Integrity (Student Conduct) promotes academic integrity and other appropriate standards of conduct for students and the university community. This position is designed to give graduate students an opportunity to investigate alleged violations of University regulations and interpret and implement Institutional Rules as they relate to alleged individual student misconduct and student organization discipline.

- Hours to be scheduled between 8 a.m. and 5 p.m., Monday through Friday, with some prescheduled evening and weekend hours
- Qualification for in-state tuition rates
- Comprehensive insurance benefits package (September - May)
- Hands-on work in student personnel field, providing excellent work experience

DUTIES AND RESPONSIBILITIES

- Adjudicate allegations of student misconduct with an emphasis on the student’s ethical development.
- Assist with the administration of a complex student organization discipline process to resolve alleged policy violations by student organizations.
  - Represent the Office of the Dean of Students by presenting to the campus community about the conduct process and academic integrity.
- Assist with unit and campus-wide functions, such as Commencement and football duty.
- Assist in special projects, as requested, for the Division of Student Affairs and the Office of the Dean of Students.
- Assist with unit assessment activities.
- Participate in professional development opportunities.

QUALIFICATIONS

- Must be a currently enrolled graduate student (taking at least 9 hours). Preference given to students enrolled in Masters and Ph.D. programs in the College of Education (preferably Higher Education Leadership and Policy).
- Experience in working with college-level students. Preference given to students who have experience related to student discipline and/or who have knowledge of a student conduct system.
- Excellent written and oral communication skills.
- Proven organizational skills.
- Ability to utilize concepts of student development in program planning, advising, and administrative duties.
- Experience working with diverse student populations.
- Other experience/skills as relevant to specific position responsibilities.

STUDENT LEARNING ASSOCIATED WITH THIS POSITION

1. Humanitarianism and Civic Engagement – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. Intrapersonal/Interpersonal Development – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.
3. Personal and Professional Competence – Learn to communicate effectively, pursue goals and maintain well-being.
4. Learning, Application, and Integration – Acquire, process, and connect information to make decisions.
5. Critical Thinking and Problem Solving – Learn how to identify issues, reflect, and creatively develop solutions.