

## Graduate Assistant for Student Conduct Position Description

### **Position Overview**

The Graduate Assistant for Student Conduct position is sponsored by the Department of Residence Life at Columbus State University and is an integral component in the success of both the department and the Columbus State University students. This position will provide case management and direct contact with Residential Life students. The nature of this position will focus on investigating and addressing alleged violations of the Student Code of Conduct. This individual will be responsible for several on-going and short-term projects that advance the vision of the department and university. They will promote community responsibility in the halls and on campus, while ensuring that any violations that do occur are appropriately sanctioned. Alongside these responsibilities, and the ones listed below, the Graduate Assistant for Student Conduct will oversee a Residence Life student conduct board and will work collaboratively with the Assistant Dean of Students on advanced conduct cases

### **Core Responsibilities**

This position will report to the Assistant Director of Residence Life. Their responsibilities would include:

- Review all Incident Reports occur with in Residence Life.
- Determine appropriate responses and resolutions to conduct matters.
- Send all conduct letters regarding each individual incident; these letters would include investigation meetings, conduct meetings, decisions letters, parental notification, etc.
- Investigate all alleged student violations
- Engage with students through conduct meetings to determine responsibility
- Track sanctions through to completion and maintain records on the student conduct database system, Maxient.
- Communicate conduct-related information on behalf of the Residential Conduct Process.
- Maintain and update the Residential Life Code of Conduct standards
- Provide supervisor continuous update on all aspects regarding on-going and completed conduct cases.
- Provide referral counseling to students and consult with Counseling and Psychological Services as needed.
- Coordinate and implement proactive efforts to educate residential students regarding the Residential Code of Conduct and other community standard issues through trainings, programs, marketing materials, and events.
- Help plan and implement residential conduct training for Residence Education professional staff.
- Review best practices related to residential conduct and suggest improvements in training.
- Gather training materials and create support materials for professional staff.
- Recruit members for the Residential Life Student Conduct Board.
- Provide oversight of the Student Conduct Board to ensure a consistent process that strives to educate students.
- Provide education to students through Board Hearings about their decisions and discuss with them the impact of their behavior to the greater University community.
- Other duties may be assigned based on the needs of the department.

## **Related Experiences**

At CSU, we believe in providing a holistic experience for all of our Graduate Assistants. That is why outside of the core experiences we believe in assisting our future student affairs professionals in gaining as much experience as possible. Other related experiences include:

- Meet with key student affairs administrators to develop networking and an understanding of the relationship between housing and other student services at CSU
- Attend various meetings (administrative staff, trainings, student affairs division meetings, etc.)
- Assist in maintaining department webpage and statistical data.
- Serve as a member on the professional staff on-call duty rotation.

## **Expectations**

Some expectation for the Graduate Assistant for Student Conduct include:

- Motivated and able to work in an environment that requires flexibility
- Effectively interact with multiple constituents as well as other campus departments
- Commitment to providing outstanding customer service
- Responsible and dependable
- Professional demeanor
- Able to organize several projects and tasks with multiple deadlines
- Communicate effectively; both written and verbal

## **Qualifications**

Required:

- Must be accepted and enrolled in a graduate program at Columbus State University.
- Applicant must have obtained a Bachelor Degree prior to the start date of this position.
- Ability to collaborate with other graduate interns and professional staff on projects and processes.
- Sound judgement and tact Ability to maintain confidentiality

Preferred:

- Working towards a degree in Student Affairs Administration, Higher Education, or in another related program.
- Experience working in residence life, student conduct, etc.
- Knowledge in working with the Maxient Conduct System

## **Benefits**

This position will work approximately 20 hours per week and paid biweekly. The exact number of hours per week may vary due to the unique demands of the position. The person will receive a furnished apartment that includes a kitchen, living room, bathroom and private bedroom. It will have cable, internet, and some utilities provided. This space may be shared with another university graduate assistant or another resident.

\*Please be aware that this position does not include any tuition remission.

## **Equal Employment Opportunity**

Columbus State University is committed to recruiting, supporting, and fostering a sense of belongingness for a diverse, equitable, and inclusive community of outstanding faculty, staff, and students and is an Equal Opportunity/Affirmative Action employer. It is the policy of Columbus State University to recruit, hire, train, promote, and educate persons without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status.

**For more information**, please contact the Department of Residence Life at [Housing@ColumbusState.edu](mailto:Housing@ColumbusState.edu) or at 706-507-8710. For additional information about Columbus State University, visit [www.ColumbusState.edu](http://www.ColumbusState.edu). For specific information on the Department of Residence Life here at CSU, visit <https://www.columbusstate.edu/residence-life/>.