Office of Student Conduct Graduate Assistantship

The Auburn University Division of Student Affairs is currently seeking a half-time appointment (20 hours per week) for a Graduate Assistant (GA) for the Office of Student Conduct (OSC). The GA will assist the OSC with managing and resolving student conduct concerns and administrative tasks associated with OSC operations.

The GA will be expected to be involved with the Division of Student Affairs and University at varying levels. Such involvement includes serving on committees, working on special projects, and undertaking special assignments. The OSC is a fast-paced department that simultaneously handles multiple, on-going student crises, concerns and conduct issues.

The minimum qualifications are as follows:

1. Bachelor’s degree;
2. All candidates must be either current Auburn University graduate students, OR will be enrolled in August 2015. Proof of acceptance or class schedule may be required;
3. Excellent written and oral communications skills;
4. Strong interpersonal skills that would allow for frequent and comfortable conversations with administrators, staff, faculty, and students;
5. Organizational skills and the ability to prioritize and handle multiple tasks;
6. Desire to work with students in a conduct setting and assist in their support and development;

The following qualifications are desired:

1. Graduate students pursuing master's or doctorate in Higher Education Administration, Adult Education, Educational Psychology, or a related field;
2. Prior experience working with student conduct, student advocacy, and/or mentoring undergraduate students

Expected Role/Responsibilities for Position

Specific Duties (including but not limited to the following):

A. Hearing student conduct cases involving potential violations of the Code of Student Discipline
B. Providing Code of Student Discipline policy and resource information to students and parents
C. Serving as a resource to students during the conduct process
D. Participating in staff trainings and meetings
E. Participating on committees and other programs promoting the Division of Student Affairs and/or the Office of Student Conduct
F. Other duties as assigned. This position will require occasional weeknight and weekend hours.

In addition to the general duties stated above, the specific responsibilities of the Office of Student Conduct GA position include but are not limited to the following:

A. Hold educational conversations with students arrested for alcohol/drug arrests off campus
B. Organize and support OSC student organization investigations
C. Maintaining student conduct files and records using Maxient student conduct software
D. Assist the OSC in preparing and facilitating Student Discipline Committee hearings
E. Aid in the development and implementation of OSC outreach efforts to reduce negative student behaviors, increase community knowledge about the conduct process, and strengthen new and existing ways of reporting Code of Student Discipline concerns to the OSC
F. Manage the Dean Certification and Study Abroad Record check