

Student Conduct and Community Responsibilities Conduct Graduate Assistant

General Summary:

A Student Conduct and Community Responsibilities (SCCR) Graduate Assistant's (GA) primary function is to serve as a conduct case manager, facilitating the University's response to conduct-related incidents from initial review through the closing of the case, including determining sanctions that address the impact the student's behavior had on themselves, others, and the University community.

GAs will learn about the history of student conduct systems and how these have changed through the years. GAs will be trained to discuss the difference between student conduct (an administrative process) and the legal/criminal justice system and be able to effectively communicate the purpose of the administrative process at the University. GAs in SCCR will gain a better understanding of ISU policies and student behaviors that may violate University expectations. GAs will have an opportunity to learn about and deliver workshops on academic integrity and/or alcohol education.

Principal Duties and Responsibilities:

1. Under the general supervision of an SCCR professional staff member, meet on a regular basis to review cases, projects, and performance.
2. Serve as a conduct case manager for police referrals, off-campus incidents, and general Code of Student Conduct (COSC) referrals.
3. Present SCCR sanction workshops and programs, support professional staff in presenting preventative and educational workshops and programs, and co-facilitate the alcohol class with Health Promotion and Wellness staff.
4. Perform specialized duties as determined by the Assistant Dean for SCCR which may include preparation of conduct statistics and specialty case management.
5. Participate in case management meetings.
6. Serve as a Dean of Students Office staff member, participating in regular staff meetings, training, professional development sessions, and supporting unit/departmental functions and events as required.
7. Serve as a University representative for Dean of Students Office programs, on and off campus, as business needs dictate and travel with students to conferences and workshops (may include driving University vehicles).
8. Perform other duties and functions for the Student Conduct and Community Responsibilities unit and the Dean of Students Office as assigned.

Requirements:

All graduate assistants must meet the requirements as outlined in the Illinois State University Graduate Assistant Handbook available on the Human Resources [website](#). In addition, graduate assistants must successfully complete a criminal background check before being hired. Graduate assistants must maintain a 3.0 cumulative GPA and remain in good disciplinary standing to retain their position.

Length of Contract:

The assistantship will begin July 14, 2025 and end May 15, 2026 and will follow the Illinois State University administrative calendar with an average of 20/hours per week. Some evening and weekend hours will be required. Graduate Assistants are expected to hold office hours during the regular work week, Monday-Friday between 8 a.m. and 4:30 p.m.

Remuneration:

Graduate Assistants receive a full tuition waiver and a monthly stipend of \$1,473/month.

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