



University Housing Services Student Conduct Graduate Assistant

General Summary: The Graduate Assistant position is responsible for assisting the Assistant Director for Student Development in the facilitation and resolution of disciplinary cases originating in on-campus housing facilities. The Graduate Assistant will also assist in the planning, implementation, and close out of University Housing Services Summer Conferences Program. The work with Student Conduct includes conducting administrative meetings; as well as imposing and evaluating sanctions. The Graduate Assistant also assists in coordinating on-campus educational outreach programs for the student conduct process, and the development and maintenance of sanctions utilized by the disciplinary system to respond to student misconduct. The Graduate Assistant will also assist in updating vital summer conferences documents, creation of training materials and manuals, and outreach to conference sponsors. As time permits, this person may also provide assistance for other University Housing Services operations, including (but not limited to) policy manuals and website review, assignments, and billing appeals.

Specific Responsibilities:

- **35%** - Conduct disciplinary conferences with students regarding the Code of Student Conduct and Residence Hall Policy violations.
- **30%** - Assist the Assistant Director for Student Development with disciplinary in-take for housing referrals and review disciplinary complaints for cases not resolved by residence hall staff.
- **10%** - Ensure sanction follow up for all students over which he/she serves as Case Manager.
- **5%** - For those cases resolved by residence hall staff, assist in the review of all decisions to determine if finding and sanctioning are consistent with Code of Student Conduct philosophy. Notify students of (approved, rejected, or amended) decisions and provide appropriate follow-up to staff.
- **5%** - Assist in preparing and updating vital summer conferences documents including but not limited to housing and dining agreements, website update, and Conference Programmer updates.
- **5%** - Assist in providing orientation, follow-up training, and support to residence hall professional staff members and resident assistants in areas of conduct and summer conferences.
- **3%** - Assist in serving as a disciplinary liaison to Student Conduct and Conflict Resolution. This includes presenting educational programs based on need and/or request.
- **3%** - Assist in maintaining of disciplinary records and database management including case auditing.
- **2%** - Assist in the initial contact of summer conferences sponsors and campus partners.
- **2%** - Carry out other relevant duties as assigned by the Assistant Director or Director of University Housing Services.

Requirements:

A graduate assistant in University Housing Services must meet the requirements as outlined on the Illinois State University Human Resources website and be enrolled in the College Student Personnel, Communication, Sociology, Social Work, or Criminal Justice graduate degree programs at Illinois State

University. In addition, graduate assistants must successfully complete a criminal background check and possess a valid driver's license. Graduate assistants must maintain a 3.0 cumulative GPA and remain in good disciplinary standing in order to retain their position.

Remuneration:

All Graduate Assistantships receive a full tuition waiver and a monthly stipend. Graduate Assistants will work 20 hours/week with some night and weekends required. Appointments are for 10 months. **This position is live-off; no housing/meal plan is provided.**

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If you are an individual with a disability and need a reasonable accommodation under the Americans with Disabilities Act (ADA) or other state or federal law you may request an accommodation by contacting the Office of Equal Opportunity and Access at (309) 438-3383.