

Mission:

The mission of the Office of Student Conduct is to educate and empower students concerning their rights, privileges, and responsibilities. Our approach utilizes [The Code of Student Rights and Responsibilities](#), and University policies as educational tools designed to promote inquiry, engagement, and personal development. We are committed to repairing harm, facilitating constructive dialogue, and promoting accountability and personal growth. We strive to uphold the values of fairness, inclusivity, and educational development. This is achieved through an equitable and participatory process where enforcing University policies, mediation, and conflict resolution promotes community engagement, and reflective learning.

Learning Outcomes:

As a result of this assistantship, the Graduate Assistant will be able to:

- Develop relationships with students and professionals from a variety of different backgrounds and lifestyles.
- Work with event coordination in aspects of active and passive program preparation.
- Manage (appropriately) confidential records, conversations, and documents daily.
- Collaborate with campus and community partners and stakeholders.
- Understand federal, state, and local laws and regulations as they pertain to the University Student Conduct System, including those of the Office of Civil Rights, Department of Education, and Department of Justice.

Supervisor:

Reports to the Director of Student Conduct

Essential Functions

- Adjudicate lower-level student, student organization, and Fraternity and Sorority Life conduct cases under the supervision of the Director of Student Conduct.
- Assist in the investigation of alleged violations of the Code of Student Rights and Responsibilities.
- Manage Office of Student Conduct website.
- Create the Office of Student Conduct monthly blog and Family e-newsletter.
- Manage and create regular content for social media platforms including Facebook, Instagram, Twitter, and the blog.
- Design, implement, organize, and evaluate educational programming around the Code of Student Rights and Responsibilities, ethical behavior, decision making, risk management, alcohol and drug education, and conflict resolution.
- Manage consequence assignment, completion, and documentation including essays and online courses.
- Maintain organized records, computer data, and case maintenance in the Maxient student conduct database.
- Assist in developing, collecting, and organizing assessment data surrounding current best practices.
- Provide neutral assistance to students in resolving situations involving university policies, procedures, personnel, and students.
- Conduct follow up meetings once students have completed their consequences, as needed.
- Assist with recruitment, training, and advising of the University Hearing Panel.
- Comply with federal, state, and local laws and regulations as they pertain to the university student conduct system, including those of the Office of Civil Rights, Department of Education, and Department of Justice.
- Meet with supervisor regularly and provide on-going and consistent communication about projects, tasks, and cases.
- Provide administrative coverage for the office, as needed.

- Participate in divisional and interdepartmental committees and task forces, as assigned by the Director of Student Conduct.
- Serve as a Dean of Students' staff member, participating in regular staff meetings, training, and office events, and supporting office functions.
- Other duties as assigned.

Required Qualifications

- Strong written and verbal communication and organizational skills, as well as the ability to relate to and interact with students, members of the university community, and off-campus professionals.
- Excellent organizational skills.
- Computer literate (Microsoft Office and Microsoft Windows).
- Ability to organize and synthesize information strategically.
- Be energetic, creative, able to work independently and unsupervised, be a quick-learner, flexible (both in work schedule and attitude), sensitive, open-minded, and able to function effectively under unusual stress.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds.
- Must have completed a bachelor's degree and be accepted into a graduate program at Missouri State University.

Job Notes

- Not eligible for other University employment.
- 1 year (2 semester) appointment.
 - Must enroll for and complete a minimum of six hours of graduate credit (600 level or above)
 - Enroll for no more than a total of 12 hours per semester
- Average working time of 20 hours per week
- Must maintain a 3.00 GPA on all course work
- Compensation includes a tuition waiver and an academic year stipend
 - For more information visit: <https://graduate.missouristate.edu/currentstudents/FeeWaiver.htm>

To Apply

Applicants should submit a resume and cover letter by email to the Office of Student Conduct at studentconduct@missouristate.edu.