

**Graduate Assistant – Office of Student Conduct**  
**Area – Office of Student Conduct/ Dean of Students**

**Mission:**

The mission of Student Conduct is to educate students concerning their rights, privileges, and responsibilities. [The Code of Student Rights and Responsibilities](#), along with other University policies, are educational tools designed to assist students in their learning, inquiry, and development as active, involved, and responsible citizens.

We strive to maintain a balance between the exercise of individual rights and fostering a caring and public affairs driven community through education. This is achieved through an equitable and participatory process where the enforcement of University policies and mediation of conflicts promotes students understanding and acceptance of the consequences of their behaviors.

**Learning Outcomes:**

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

- Implement student development theory into practice.
- 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 on a daily basis.
- Collaborate with campus and community partners and stakeholders.
- Utilize the joint NASPA and ACPA competencies to steer practice and education.
- 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 Assistant Director of Student Conduct

**Essential Functions**

- Adjudicate lower-level student, student organization, and Fraternity and Sorority Life conduct cases under the supervision of the Assistant Director of Student Conduct and the Director of Student Conduct.
- Assist in the investigation of alleged violations of the Code of Student Rights and Responsibilities.
- Manage consequence assignment, completion, and documentation including but not limited to essays and Blackboard courses.
- Maintain organized records, computer data, and case maintenance in the Maxient student conduct database.
- Conduct follow up meetings once students have completed their consequences, as needed.
- Create and organize educational programming around the Code of Student Rights and Responsibilities.
- Create the Office of Student Conduct monthly blog and Family e-newsletter.
- Manage and create regular content for social media platforms including, but not limited to, Facebook, Instagram, Twitter, and the blog.
- Manage Office of Student Conduct website.
- Assist with recruitment, training, and advising of the University Hearing Panel.
- Assist with development and implementation of various Fraternity and Sorority Life training sessions.
- 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.
- Respond to requests for student disciplinary records and background investigations.

## **Graduate Assistant – Office of Student Conduct**

### **Area – Office of Student Conduct/ Dean of Students**

- Provide neutral assistance to students in resolving situations involving university policies, procedures, personnel, and students.
- Meet with supervisor on a regular basis 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 Assistant Director/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.
- Assist in developing, collecting, and organizing assessment data surrounding current best practices.
- Other duties as assigned.

#### **Required Qualifications**

- A. 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.
- B. Good organizational skills.
- C. Computer literate (Microsoft Office and Microsoft Windows).
- D. Ability to organize and synthesize information strategically.
- E. 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.
- F. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds.
- G. Must have completed a bachelor's degree and be accepted into a graduate program at Missouri State University.

#### **Job Notes**

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

#### **To Apply**

Applicants should submit a resume and cover letter by email to Gabby Catlin, Assistant Director of Student Conduct at [gabriellecatlin@missouristate.edu](mailto:gabriellecatlin@missouristate.edu).