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 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
Assistant Director of Student Conduct

Essential Functions

- Assist in the investigation of alleged violations of the Code of Student Rights and Responsibilities.
- Assist in the investigation of alleged organization violations of the Fraternity and Sorority Life Governance Statement.
- 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.
- Create and organize educational programming around the Code of Student Rights and Responsibilities.
- Assist with recruitment, training, and advising of the University Hearing Panel.
- Assist with development and implementation of various University Hearing Panel training sessions (including but not limited to in-person or passively).
- Create the Office of Student Conduct monthly newsletter.
- 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.
- Participate in divisional and interdepartmental committees and task forces, as assigned by the Assistant Director/Director of Student Conduct.
• 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 communication about projects and tasks.
• Review consequence essays to determine completion of assigned consequences.
• Conduct follow-up meetings with students once they have completed their consequences.
• Provide administrative coverage for the office, as needed.
• Maintain organized records, computer data, and case maintenance in the Maxient student conduct database.
• Serve as a Dean of Students’ staff member, participating in regular staff meetings, training, and office events, and supporting office functions.
• Manage social media platforms including, but not limited to, Facebook, Twitter, and the blog.
• 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. Computer literate (Microsoft Office and Microsoft Windows).
C. Ability to organize and synthesize information strategically.
D. 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.
E. 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