

Graduate Student Assistant Position Student Conduct and Ethical Development

To help manage the work of Student Conduct and Ethical Development (SCED) and ensure the equity and consistency of the conduct process, we rely on the work of our graduate student staff. Each graduate student staff member plays a vital role in the work that we do and gains great experience working in an office. These positions each pay a starting rate of \$25.00/hour and are expected to work 15-19 hours/week. The duties of our graduate student staff positions are as follows:

Responsibilities:

The Graduate Assistant for SCED is a 9-month position. The primary responsibilities include the implementation of a robust student accountability program focusing on both the residential student population and meaningful engagement with students who live off campus in the Brookland community. This role facilitates individual awareness around decision making and promotes responsibility, courteous living, and community accountability.

Responsibilities include:

- Adjudicate cases involving potential policy violations through the conduct process
- Manage communication with students through the conduct e-mail system
- Serve as an Incident Manager and oversee coordination of incident referrals
- Ensure accurate preparation and maintenance of student records electronically
- Assist in the assessment of student experience with an understanding of conduct-related policies, procedures and expectations.
- Observe conduct meetings and take thorough notes
- Process, track, maintain, and update student conduct records
- Prepare reports with data gleaned from informal and formal assessment methods

Required Qualifications:

- Graduate Student at CUA or neighboring institution.
- Strong administrative, communication, and organization skills
- Knowledge and experience with technology and learning new software/management systems
- Ability to work autonomously, while keeping supervisor up to date and informed

Preferred Qualifications:

- Previous experience working with college students
- Previous experience with case management and/or working in an office setting

Anticipated start date: Immediate

Please email interest along with resume to Amanda Torres at torresaman@cu.edu