Housing and Residence Life - Housing Conduct
Graduate Assistant Job Description

**Summary of Position:** The Graduate Assistant for Housing Conduct is responsible for creating developmental opportunities for students through the conduct process. Evening and weekend work is sometimes required; additional tasks are assigned as necessary. The Graduate Assistant for Housing Conduct reports directly to the Residential Conduct Coordinator and also has a supervisory relationship with the Dean of Students. The Graduate Assistant for Housing Conduct position is a 9-1/2 month position with selected opportunities for summer employment.

- Support and implement the mission, vision, and goals of the University, division, and department
- Adjudicate alleged conduct violations and follow up on sanction completion for Housing students
- Work with community agencies to develop community service activities for students and maintain record of community service activities for sanctions
- Coordinate conduct assessment projects and reports
- Assist in recruitment, selection, and training students for peer conduct review boards
- Co-advice the Student Conduct Board as needed with the GA for Student Conduct
- Report student issues through appropriate channels in a timely manner
- Serve on at least one Housing committee during the year
- Assist with major department events and functions (i.e. opening, preview days, orientation, etc); some evening and weekend work is required

**Compensation and Work Schedule**
The GA’s tuition waiver and stipend ($800/month) is compensation for working approximately 20 hours each week. Tuition waivers are offered for in- or out- of state residents. While this position is in Housing, living accommodations are not provided.

**Conditions of Employment**
- Graduate Assistants must enroll for a minimum of nine and not exceed twelve credit hours of graduate study each semester the assistantship is in effect
- Graduate Assistants must maintain a minimum cumulative grade point average of 3.0
- Graduate Assistants may not hold any other assistantship, fellowship, or other employment—including work-study either within or outside the University
- Graduate Assistants appointments are made for an academic year, though staff responsibilities begin in July prior to the fall semester opening of the residence halls and terminate after the spring semester closing of the residence halls in May; summer employment may be available (contingent upon staffing needs), with hiring priority given to current staff
- Graduate Assistants may be required to remain on campus during usual academic break periods (i.e. Fall Break, Thanksgiving Break, Winter Break, Spring Break, etc.) depending on assignment
- Reappointment is based upon job performance, evaluation, and continued enrollment in the University

**Housing and Residence Life at UWG commits to:**
- Provide the Graduate Assistant with community and campus orientation
- Build a connected team amongst all levels of staff
- Provide annual and on-going training
- Help GAs to discover interests and offer opportunities for professional growth
- Offer feedback, formally and informally, throughout the year
- Assist GAs as they prepare to take their next professional step