



**Student Conduct – Office of Student Conduct**  
Graduate Assistant Position Description

**Summary of Position:** Help support the academic mission of the university by promoting a campus environment that encourages diversity, community, and mutual respect for the rights and property of others!

The Student Conduct Graduate Assistant in the Office of Student Conduct is responsible for upholding university standards of student conduct and behavior. The appointee will achieve these objectives by creating developmental opportunities as well as guiding students through the process of resolving student conduct code violations. The Student Conduct Graduate Assistant reports directly to the Student Conduct Specialist and also has a supervisory relationship with the Associate Vice President for Student Life/Dean of Students. The Student Conduct Graduate Assistant position is a 9-1/2 month appointment with potential opportunity for summer employment.

**Position Duties:**

- Support and implement the mission, vision, and goals of the University, division, and department
- Provide information to students regarding the university's conduct process; inform students of their rights and responsibilities
- Adjudicate student conduct code violations and follow up on sanction completion
- Advocate for students in the formal hearing process
- Assist students to problem solve and be successful in college by collaborating with other departments in order to link students to appropriate support services
- Assist Student Conduct Specialist with selection and training of student conduct board members
- Advise the Student Conduct Board (SCB)
- Report student issues through appropriate channels in a timely manner
- Serve on at least one assigned committee or project each semester
- Assist with department events and functions as needed; some evening and weekend work may be required

**Conditions of Employment**

- 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

***The Office of Student Conduct at UWG commits to:***

- Provide the Graduate Assistant with department, 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