Graduate Assistant for
Office of Student Conduct

Department: Dean of Students Office, Student Conduct
Supervisor Name: Joanna Ellwood
Assistantship Information: Number of GA positions will have in fall 2015: 1

Summary Job Function:
Reporting to the Associate Dean of Students and Director of Student Conduct. The position is responsible for assisting the Associate Director of Student Conduct in the planning, development and implementation of services, programs and activities related to student conduct relating to compliance with FAU Regulation 4.007 Student Code of Conduct, Regulation 4.001 Code of Academic Integrity, and other University Regulations.

Student learning/educational activities performed by the Graduate Assistant: (Please check all that apply and provide detail if needed.)
X Advising Students
X Planning programs
__ Instruction
X Mentoring
__ Planning student trips
__ Advising student organizations
X Responding to student conduct situations
__ Teaching or instructing courses
X Other (Administrative, Supervision)

Learning Outcomes:
- **Administration** – Utilize effective communication, scheduling, and organizational skills as they relate to position responsibilities
- **Assessment** – Learn about assessment models to assess student learning outcomes
- **Awareness** – Identify the unique needs of and be an advocate for diverse student body
- **Communication** – Model clear, direct, and honest communication; know your audience and how best to reach them
- **Conflict Management** – Identify and manage conflict effectively among students.
- **Policies** – Understanding of the University Regulations for Student Conduct and Code of Academic Integrity, and other University Regulations
- **Programming and Training** – Develop and implement programs, and learn facilitation and training skills associated to community expectations and student conduct
- **Student Development** - Identify appropriate student development theory to challenge and support student learning through the student conduct process
**Duties and Responsibilities:**
- Learn all aspects of Student Affairs and the functions of the Dean of Students Office and be able to clearly explain those services and programs to students, as necessary
- Adjudicate entry-level student conduct cases under the supervision of the Associate Director of Student Conduct
- Assist with creating and maintaining the student conduct publications, presentations, and website
- Responsible for marketing events and assisting with the coordination and evaluation of the services and programs
- Appropriately manage confidential records, conversations, and documents on a daily basis
- Create and implement assessment, benchmarking, and research projects, as needed
- Facilitate meetings with students seeking assistance from Dean of Students Office to gather/provide information and make referrals as necessary
- Provide administrative coverage for the office (i.e., answering telephones, front desk coverage)
- Keep organized files and records, maintaining computer data, and working daily in the Maxient student conduct database
- Other duties as assigned

**Qualifications for the position:**
- Employment will ONLY be granted upon acceptance into, and full-time enrollment in, the Florida Atlantic University Educational Leadership Master’s/Doctoral Program
- Responsible person who is a good team planner and organized
- Effective written and verbal communication skills and strong interpersonal skills
- Willingness to work nights and weekends
- Experience as a student leader (resident assistant, orientation leader), or campus activities and student event planning is a plus.
- Proficiency with Microsoft Office
- FAU full-time employees (A&P and USPS) are not eligible for this position.

**Additional Information:**
- The graduate assistantship is a 20 hour per week position. This position will receive compensation of $11.00 per hour.
- The graduate assistantship is a one-year position (fall and spring semester). Graduate assistant are eligible to reapply to this position with successful work evaluations.
- Maintain all requirements of the Graduate College Tuition Benefits Policy
- Anticipated Start Date: September 2015, Anticipated End Date: May 2016
- 100% tuition benefits is provided with this assistantship. It is the student’s responsibility to pay all student fees.

**Questions?** Please contact the Associate Dean of Students Joanna Ellwood at jellwood@fau.edu.