

OFFICE OF STUDENT CONDUCT GRADUATE ASSISTANTSHIP OPPORTUNITY

The Office of Student Conduct is seeking one outstanding individual to serve as Graduate Assistant for the Fall 2025 semester. A job description and list of day-to-day responsibilities is included below. Ideally, applicants will have a knowledge of student affairs, experience living in campus housing, excellent communication skills, the ability to be assertive, and excellent organizational skills. **First priority will be given to students from the Higher Education, Counseling and Master in Public Administration programs. Other related programs will be considered.** Students do have to be officially admitted to a graduate program at Southeast to apply.

Interested individuals can send an e-mail to Dr. L. Randy Carter, Associate Dean of Students, at lrcarter@semo.edu. Information should include a resume/cv, cover letter and a list of three professional references. Applications will be accepted until the position is filled.

We encourage applications from diverse candidates of various backgrounds, races, genders and cultures.

Office of Student Conduct Graduate Assistant Job Description

The Office of Student Conduct (OSC) is responsible for assisting the Associate Dean in enforcing the policies and regulations set forth in the University's Statement of Student Rights and Code of Student Conduct. Specifically, the OSC Graduate Assistant is a graduate student who is employed in the Office of Student Conduct for 20 hours a week, reporting directly to the Associate Dean of Students. He/she/they is responsible for conducting judicial conferences and adjudicating cases as assigned by the Associate Dean. The OSC GA assesses charges and notifies students in writing of alleged violations of the *Code of Student Conduct* and must be familiar with all facets of the judicial process. The OSC GA works very closely with the All University Judicial board, serving as the Board's advisor during hearings. The OSC GA also plays a key role in the selection, training, organization, and informal advising of the Board. He/she/they must also be a meticulous record keeper and be attentive to detail. The individual assists in the maintenance of the judicial databases and collaborates with the Office of Residence Life and Department of Public Safety for cases they adjudicate. Further, the OSC GA oversees the maintenance of the student discipline files for the Office. This individual will also represent the OSC at various campus and community presentations, trainings, and other outreach opportunities. Ideally, applicants for the position would have a strong educational approach, a knowledge of (or an interest in) counseling and conflict resolution, and strong interpersonal communication skills. This individual must be self-motivated, able to work independently, and have the ability to use fair judgment and strong decision-making skills.

List of General Day to Day/Weekly Activities

- Building/Maintaining student files and maintaining confidentiality and documentation of all activities.
- Coordinating the activities of the All University Judicial Board

- Daily use of database for student information/cases.
- E-mailing and/or sending letters to students for student appointments.
- Conducting the judicial conferences and hearings – and the paperwork associated with those activities.
- Supporting activities for other departments.
- Conducting/coordinating hearings with the AUJB.
- Transferring calls and referring calls to other individuals or areas when necessary.
- Working closely with the Department of Public Safety, the Office of Residence Life, the Center for Behavioral Health and Accessibility, and other areas as cases are referred and resolved.
- Referring students to the Substance Awareness Prevention Education (SAPE) Program for alcohol and drug violations and monitoring completion of these sanctions.
- Monitoring Assigned Community Service sanctions.
- Outreach responsibilities and marketing.
- Placing “Holds” on records and issuing a Notices Against Trespass.
- Bi-weekly “one on one” meetings with the Associate Dean of Students.