

Office of Student Conduct and Community Standards Graduate Programs

GRADUATE ADVANTAGE PROGRAM

Responsibilities:

The Graduate Assistant would work to create a culture of care, safety, and inclusion for all university members. This assistantship is an opportunity for the graduate student to increase his/her understanding of College policies, rules, the conduct process, program management, assessment, strategic planning, and collaboration. Provide fair and impartial review for students charged with violating College policies. Assign purposeful sanctions that support personal growth and development. The Graduate Assistant will meet with the Director of Student Conduct on a regular basis in order to provide/receive feedback, evaluate the assistantship experience, and discuss career goals and interests.

Qualifications:

1. Position reports to the Director of Student Conduct
2. Responsibilities include, but are not limited to, assisting Director of Student Conduct in developing and implementing annual revisions to Student Conduct Code and Student Conduct Standards. Research potential changes, compile best practices, and trends.
3. Serve as University Student Conduct Officer. Conduct one-on-one Administrative Agreement meetings with students to resolve non-academic student conduct cases. Assign sanctions when students accept responsibility for Student Conduct Code violations.
4. Serve as a Conduct Representative at Student Conduct Hearings and present information supporting alleged violations from College's perspective.
5. Maintaining student conduct files and records using Maxient student conduct software
6. Assist the Director of Student Conduct in preparing and facilitating Student Conduct Committee Board training
7. Other projects and duties as assigned.

Required Qualifications

Qualification requirements include a Bachelor's degree and student leadership experience.

Ability to maintain a high level of confidentiality. Have excellent organizational and administrative, communication, decision-making skills.

Have good critical thinking skills

Be proficient in the areas of mediation, and conflict management

Exhibit self-motivation and initiative

Computer Literacy (Word, Excel, Adobe, etc.)

BENEFITS OF THE ASSISTANTSHIP

1. Opportunity for personal and professional growth and development.
2. Opportunity for one-on-one interaction with students.
3. Opportunity to increase knowledge and understanding of student conduct processes and standards.
4. Professional mentoring relationship with Student Conduct Staff
5. Hands-on experience with widely-used student conduct database

Interested candidates must submit an application through the Center for Graduate Studies no later than **June 30, 2018.**

Submit application to:

Center for Graduate Studies
206 Raymond Hall
(315) 267-2165
graduate@potdam.edu
www.potsdam.edu/graduate

Information:

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