**Job Title:** Graduate Assistant Student Conduct  
**To apply:** Send your resume and cover letter directly to HED.GradJobs@du.edu, with “Student Conduct – Graduate Assistant” in the subject line.

**Office Information/Purpose:**  
Overall, Student Conduct responds to reports of alleged student violations against the Honor Code and implements an educational case resolution process. Specific functions include the following: Student Conduct Policy Development, Student Conduct Policy Enforcement, Training (Conduct Administrators, Student Accountability Board members, RAs, etc.), Community Education, Case Management, Workshop Facilitation, Student Development, Case Resolution including traditional and Restorative Justice options.

**Job Summary:**  
The Graduate Assistant for Student Conduct holds a half-time (25 hours per week) appointment with the Student Conduct office. The GA shares in the responsibility for all operations of Student Conduct. The GA assists in creating an environment that promotes academic success, personal development, respect for human diversity, and a strong sense of community. The position requires mature, ethical decision-making and communication skills as well as the ability to work independently and as a member of a team. The Graduate Assistant reports to the Assistant Director of Student Conduct.

The assistantship provides multiple opportunities for the development of the following: educational philosophies; leadership and administrative skills; traditional student advising and consulting; research, writing, and presentation opportunities; networking with Student Affairs regional and national professional organizations; and comprehensive professional experience.

Other position requirements include:  
- The candidate must be enrolled and maintain good academic standing in the Higher Education program throughout the course of employment.  
- No other employment may be held during the Graduate Assistant contract without prior permission from the supervisor.  
- Breaks (winter & spring) will require Graduate Assistant’s presence on campus and/or involvement with committee tasks and other responsibilities. Time off during these breaks is at the discretion of the supervisor.  
- Follow all University of Denver policies and procedures appropriately.  
- Work an average of 25 hours/week.  
- Contract length is 10 months, usually mid-August to mid-June.

**Required Qualifications:**  
- Candidates must have an earned Bachelor’s degree and be enrolled in the University of Denver Higher Education program.  
- A demonstrated commitment to inclusive excellence.  
- Excellent organizational, planning, interpersonal and communications skills.  
- Ability to work independently and as a team member.  
- A genuine interest and satisfaction in working with students, their families/parents, faculty and staff.  
- Strong written and verbal communication skills, and involves reading and writing correspondence and dealing effectively with a broad range of students, as well as staff, faculty, parents, and the public.  
- A basic understanding of computerized databases and information systems is highly desirable. Familiarity with Microsoft Office products (Word, Access, Excel, and Publisher) is essential.  
- Ability to work with students at a wide range of developmental levels is essential.
Preferred Qualifications
• Preference will be given to first year students, but all students are welcome and encouraged to apply
• An interest, desire and/or experience in the field of student affairs, specifically, students conduct.
• An ability and willingness to apply student development theory and concepts.

Summary of Responsibilities: (including but not limited to)

Administrative
• Assist in the administration of the Honor Code in a manner consistent with the stated mission of the University through investigations, informal case resolution of violations, maintenance of confidential database and student conduct records, selection and training, scheduling and advising of Student Accountability Board.
• Work with/advice the Student Accountability Board. This includes providing administrative functions to the board, including coordinating board member schedules, assisting in the scheduling of board hearings, and coordinating quarterly training in conjunction with the Director of Student Conduct.
• Assist in the administration, development, assessment, and marketing of the Restorative Justice program on campus. This includes the facilitation of Restorative Justice Conferences, conducting pre meetings with student respondents, coordinating and scheduling conferences, serving as an active and engaged facilitator of RJCs, and conducting outcome follow up.
• Opportunities exist to assist with the implementation of various Student Conduct programs, office-wide assessment and facilitation of educational workshops for students in discipline processes throughout the year.

Supervision
• Opportunity for facilitating the hiring, training, and oversight of one student staff member to assist with office-wide administrative support may be available.
• Collaborate with other pro-staff members in the department regarding supervisory matters.

Student Conduct
• Consult with and assist the supervisor in developing an educational system for handling student conduct. This involves individual/group conduct meetings, updating conduct database, and consulting with other conduct officers about approaches to student behavior.
• Complete appropriate paperwork within the conduct database when conduct meetings/decisions are finalized.
• Ensure that all conduct cases are handled according to guidelines set forth by Student Conduct.
• Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community.
• Collaborate with supervisor on all student concerns.
• Work with students to develop intentional, positive behavior, cognitive, and affective growth in the areas of diversity, multiculturalism, and social justice.

Departmental Duties
• Attend departmental meetings, assists in developing departmental goals and objectives, and serve on departmental and division-wide committees.
• Collaborate with other departments and offices on campus.
• Demonstrate an on-going commitment to the principles of multiculturalism and diversity through hiring practices, training and development programming, campus collaborations, and/or involvement and participation in university/divisional multiculturalism and diversity projects or initiatives.
• Contribute to departmental environmental sustainability efforts.

Professional Development
• Participate in professional staff training in late August before student staff members arrive for fall quarter.
• Participate in various retreats and professional development discussions that occur throughout the academic year.

Compensation:
• Tuition: up to 24 credit hours per year in the Morgridge College of Education at the University of Denver, pending available funding.
• Stipend: $14,500/ten-month period (mid-August to mid-June).
• Housing: not applicable.
• Meal Plan: not applicable.
• Other: student health fee, health insurance, and the opportunity to apply for professional development funds (up to $250) from Campus Life and Inclusive Excellence.