Graduate Assistant  
Student Rights and Responsibilities

To Apply: Complete the online application by January 15, 2019 for full consideration.

Office Information

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

Position Details

The Graduate Assistant for Student Rights and Responsibilities (SRR) holds a half-time (25 hours per week) appointment with the SRR office. The GA shares in the responsibility for case resolution, assists in creating an environment that promotes academic success, personal development, respect for human diversity, and a strong sense of community. The position requires maturity, ethical decision-making skills, and communication skills as well as the ability to work independently and as a member of a team. The SRR Fellow reports to a full-time Conduct Administrator.

The assistantship provides multiple opportunities for the development of the following: educational philosophies, leadership and administrative skills, traditional student advising and consulting, 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.
- The contract with SRR is a year-to-year appointment and runs approximately mid-August to mid-June each year (10 months).

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, including reading and writing correspondence and dealing effectively with a broad range of students, 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

• 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.
• An ability to make process driven decisions

Summary of Responsibilities: (including but not limited to)

Administrative

• Assist in the administration of DU Policies in a manner consistent with the stated mission of the University through investigations, informal case adjudication of alleged policy violations, maintenance of confidential database and student conduct records, selection and training, and the scheduling and advising of Student Accountability Board.
• Serves as the Coordinator for one or more of the following: PREP (Pioneer Re-Engagement Program), Student Accountability Board (SAB), Restorative Justice Conference (RJC) and the Decision Making workshop.
• 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 SRR Team.
• PREP Coordinator and lead the administration, development, assessment and marketing of the PREP program. This includes conducting introduction and completion meetings with interested students, providing guidance through the program, and approving submitted materials. PREP allows students to reduce their time on Student Conduct Probation or Deferred Suspension through completing high-impact practices aimed at re-engaging the student in the University.
• RJ program administration, development, assessment, and marketing of the Restorative Justice program on campus. This includes the facilitation of Restorative Justice Conferences, conducting pre-conference meetings with students, coordinating and scheduling conferences, serving as an active and engaged facilitator of RJC's, and conducting outcome follow up.
• Coordinate/Facilitate the Decision Making Workshop. This includes administrative tracking, facilitation, follow-up, communication with participants, and gathering of materials and reflection papers.
• Opportunities exist to assist with the implementation of various Student Right and Responsibilities programs, office-wide assessment, and facilitation of educational workshops for students in discipline processes throughout the year.

Programming and Advising

• Assist with the implementation of SRR and Honor Code programming.
• Participate in and facilitate educational workshops for students in discipline processes throughout the year.
• Coordinate evaluations of programs, and maintain program budgets.

**Student Conduct**

• Consult with and assist in developing an educational system for handling student conduct. This involves individual/group conduct meetings, updating conduct databases, and consulting with other conduct administrators about approaches to student behavior.
• Complete appropriate paperwork within the conduct database when conduct meetings and decisions are finalized.
• Ensure that all conduct cases are handled according to guidelines set forth by Student Rights & Responsibilities.
• 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 in their growth and development including by not limited to the areas of diversity 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 inclusive excellence, training and development programming, campus collaborations, and involvement and participation in university/divisional multiculturalism and diversity projects or initiatives.
• Contribute to departmental environmental sustainability efforts.

**Professional Development**

• Participate in professional and graduate staff training in late August 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
• 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.