

Academic Integrity Coordinator

The Graduate Assistant for Academic Integrity serves in a 12-month appointment working approximately 20 hours per week and reports to the Academic Integrity Director. Marquette University is committed to developing students where integrity is an integral part of their character. This individual will work directly with the Academic Integrity Director to manage, support, and promote the academic integrity system at Marquette University. This individual will handle correspondence regarding situations of academic misconduct as well as organizing and tracking all cases to ensure appropriate timelines are met. This individual will also contribute to new initiatives designed to promote integrity on campus. The timeline for handling cases of misconduct is short so that the individual will need to be flexible to meet the requirements of the position. The Academic Integrity Coordinator will assist the Academic Integrity Director with the following responsibilities.

Responsibilities

- Coordinate meetings associated with academic integrity (e.g., committee and subcommittee meetings, consultations, misconduct hearings, etc.).
- Respond to inquiries related to university academic integrity policies and procedures.
- Communicate with various individuals involved in cases of academic misconduct.
- Prepare written correspondence associated with cases of academic misconduct.
- Organize and track conduct cases to ensure all timelines are met.
- Coordinate outreach and training activities to educate the Marquette University community about academic integrity.
- Assist with on-campus academic integrity special events (e.g. speakers).
- Attend Academic Integrity Council meetings and take meeting minutes.
- Maintain and update the academic integrity website as necessary.
- Maintain and update the academic integrity SharePoint site.
- Collect and report statistics associated with academic integrity violations.
- Other duties as assigned.

Requirements

- Currently enrolled (or acceptance for enrollment) into a Marquette graduate program.
- Preference will be given to students pursuing a Master's degree in student affairs in higher education, educational leadership, or a related field.
- Strong commitment to academic integrity.
- Knowledge of Marquette University's academic integrity policies and procedures as well as FERPA guidelines.
- Ability to maintain strict confidentiality.
- Highly organized with strong oral and written communication skills.
- Experience with Microsoft office suite.
- Desire to learn new skills.

Remuneration

- Stipend of \$16,500.00
- 12 tuition credits (6 per semester)