

**Marquette University**  
**Office of Student Development**  
**Graduate Assistant for Student Conduct**

**General Description**

The Graduate Assistant serves in an academic year appointment working approximately 20 hours per week and reports to the Director of Student Conduct. This individual is responsible for several on-going and short-term projects that advance the vision of the Office of Student Development. Additionally, as part of a team of student development specialists, this individual may assist in the design and implementation of peer education for prevention programming, leadership development, orientation, and first-year programs. The GA for Student Conduct will be provided opportunities and are expected to contribute to other functional areas as determined by the Director of Student Conduct and the priorities of the office. The Graduate Assistant is expected to undertake all responsibilities in a manner that reflects the Catholic, Jesuit mission of the University as well as the principles of student development theory.

**Specific Responsibilities**

***Student Conduct Boards***

- Advise student conduct boards
- Recruit, train and support student volunteer conduct board chairpersons and board members
- Schedule board hearings, advisor presence
- Provide consultation to board members and board advisors on process and procedure
- Develop and implement an ongoing development plan for conduct boards

***Student Conduct***

- Serve as a student conduct administrator: scheduling hearings, preparing charge letters, adjudicating the hearing, development outcome letters in consultation with Director of Student Conduct
- Assist in monitoring sanction compliance in Maxient, online database for student conduct management
- Assist in the development of ongoing training for conduct administrators across the division
- Development of creative sanction database and guidelines, focused on best-practices for mission-driven institutions
- Participate in research of current trends and topics
- Oversee management of the Probation Early Release Program, including monitoring for eligibility and meeting with candidates to track progress through the program

***Additional Responsibilities***

- Provide on-site supervision for selected evening and weekend events
- Participate in Office of Student Development and Division of Student Affairs committees, activities and programs
- Other duties as assigned as deemed necessary by the Director of Student Conduct and priorities of the Office of Student Development

**Qualifications**

- Currently enrolled (or acceptance for enrollment) into a Marquette graduate program. Prefer students pursuing a degree in college student personnel, educational leadership, counseling, or related field
- Strong oral and written communication skills
- Commitment to, knowledge of, and/or experience with student conduct programs, alcohol/health education, promotion and/or intervention, multicultural education, community service programming, leadership development, and student activities
- Commitment to values compatible with and supportive of Marquette's mission as a culturally diverse, Catholic, Jesuit university
- Preference will be given to candidates with at least two years of experience (including undergraduate experience) in student affairs areas, and/or event management as well as experience working with students from a variety of cultural and ethnic backgrounds

**Remuneration**

- Standard Graduate Assistantship Stipend (Current year stipend: \$16,730 for 10-month term).
- 12 Graduate scholarship credits per semester.