**Program Assistant-Student Conduct Programs**

Office of Student Development

**General Description**

The Program Assistant (PA) for Student Conduct Programs is a student staff member in the Office of Student Development and participates as a member of the CLSI Team. The Associate Dean and the Graduate Assistant for Student Conduct in the Office of Student Development directly supervise the PA. The Program Assistant for Student Conduct Programs is responsible for assisting with aspects of the student conduct process, including case creation, conduct case records, the student conduct board process, and assisting with assessment and data analysis as needed. The student filing this position should have an overall interest in addressing student needs and integrity in the Marquette community and must maintain complete confidentiality.

As a staff member with the Center for Leadership, Service and Involvement (CLSI) of the Office of Student Development, the Program Assistant for Student Conduct Programs will also be expected to contribute to the implementation of the Office of Student Development Vision Statement, to value and empower fellow students, and to assist with various duties (copying, filing, answering phones, etc.) in CLSI and/or the Office of Student Development when needed. Members of the CLSI Team perform their work in a highly collaborative environment and should be expected to work closely with student and professional staff to complete the responsibilities listed below.

**Specific Responsibilities**

* Review case documents and create a file for each conduct case
* Prepare case files for the Student Conduct Boards and Administrators
* Develop and present, upon request, integrity and ethics-based sessions for students organization, campus department student groups, or faculty and staff
* Assist in the recruitment, selection, scheduling, and ongoing training of the student conduct boards
* Assist in the analysis of assessment information and the creation of executive summaries and annual reports
* Assist in the management, communication, evaluation, and assessment of the AlcoholEdu for College program, a population-level prevention program which all-new first-year students partake.
* Participate in weekly one on one meeting with supervisor and attend training sessions prior to and throughout the academic year.
* Maintain regular office hours each week
* Work in conjunction with the Coordinator for Student Conduct and Graduate Assistant on special projects as assigned
* Other duties assigned

**CLSI and Office of Student Development Responsibilities**

* Maintain regular office hours
* Schedule additional hours as appropriate to meet goals of the position and the Office of Student Development
* Attend all CLSI Team meetings, trainings sessions, etc.
* Provide quality service to organizations or individuals using the CLSI, Office of Student Development, or their resources
* Met regularly with supervisor to set goals and evaluate progress and performance
* Complete other duties as assigned

**Qualifications**

* Prior leadership/student conduct/programming experience
* Strong presentation, speaking, and service skills
* Good standing with the University (both academic and disciplinary)
* Ability to work independently and accept individual responsibility for projects or assignments
* Creativity, enthusiasm, and willingness to learn
* Ability to effectively represent the Office of Student Development to student groups, campus departments, and community agencies
* Computer skills (Macintosh, Microsoft Word, Filemaker Pro, Adobe Creative Suite or ability and desire to learn)
* Ability to maintain complete confidentiality

**Remunerations**

* Approximately 10-12 hours per week (office hours must be 9:00 am-4:30 pm; with some evening and weekend presentation commitments)
* $8.60 per hour

Updated January 2015