## GA for Student Conduct and Student Intervention Services

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<th><strong>Department:</strong></th>
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<td><strong>G.A. Position:</strong></td>
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<td><strong>Supervisor:</strong></td>
<td>Leigh Ann Gilmore and Karla Fonner</td>
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### Job Description
The graduate assistant will provide case management and direct contact with students, as well as educational programming to the community. The nature of the work focuses on addressing referrals of alleged violations of the Student Code of Conduct and addressing referrals to the Office of Student Intervention Services by assisting the senior case manager with daily functions of the office.

### Job Functions/Responsibilities
- Meet with students who have allegedly violated the Student Code of Conduct to educate and discuss incidents and sanctions.
- Provide general and specific information about the SRU Code of Conduct to Residence Life students as well as faculty, staff and student groups in campus programs, including new student orientations and assist in the coordination of FYRST Seminar classroom presentations.
- Coordinator of the educational outreach community service program.
- Work with administrators, university and borough police, and faculty on special projects such as peer leadership.
- Assist in maintaining department’s university web page and statistical data.
- Represent offices at selected SRU informational events and assist staff with new student orientation program presentations.
- Review incoming case data and assign cases to the appropriate person for follow up.
- Assist with the coordination and implementation of the Weekend of Welcome for new students.

### Desired Qualifications
- Strong written and oral communication skills.
- Ability to work with a diverse population of students, faculty, and community members.
- Respect and value the student population with awareness of student developmental stages.
- Demonstrates high competency in using Microsoft office products.

### Graduate Qualifications
- Enhanced communication skills.
# GA for Student Conduct and Student Intervention Services

## Student Outcomes
- Increased comfort in addressing issues of accountability
- Increased programming facilitation abilities
- Increased knowledge of SRU’s Office of Student Conduct proceedings, the Student Code of Conduct, and the law
- Increased understanding of the development of college undergraduate students

## Appropriate SRU Graduate Majors
- Student Affairs in Higher Education
- Education
- Counseling
- This position is open to any area of study

## Supervisor’s Expectations
- Graduate assistant will be responsible, committed to learning, and provide quality services to students, staff, faculty, and community members.
- Graduate assistant will maintain regular office hours for student meetings.
- Graduate assistant will maintain confidentiality of all records.
- Preference will be given to students who are enrolled in a two year program and can begin training before the fall semester starts.

## Supervisor’s address
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