# Office of Student Conduct
## Graduate Assistant

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<th>Department:</th>
<th>Student Conduct</th>
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<td>G.A. Position:</td>
<td>Student Conduct</td>
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<td>Supervisor:</td>
<td>Leigh Ann Gilmore</td>
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## Job Description – Present a one paragraph description of the purpose for this position.

The graduate assistant will provide case management and direct contact with students, as well as educational programming to the community for Student Intervention Services. 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 of Student Intervention Services and the director of Office of Student Conduct with daily functions of the office.

## Job Functions/Responsibilities – List the duties this graduate assistant will be expected to perform.

- 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.
- Collaborate 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

## Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.

- 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 Student Outcomes – List the skills/abilities the graduate assistant can expect to learn in this position.

- Enhanced communication skills
- 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 – List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences.

- Student Affairs in Higher Education
- Education
- Counseling
- This position is open to any area of study

Supervisor’s Expectations – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule.

- Graduate assistant will be detail-oriented, 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 first year graduate students able to make a two year commitment to the graduate assistantship,
- Preference will be given to graduate assistants who are able to begin training before the fall semester starts.

Supervisor’s address:

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