I. POSITION INFORMATION
JOB TITLE: Graduate Assistant, Student Conduct
DEPARTMENT: Office of Student Conduct
SUPERVISOR: Ben White, Director of Student Conduct

II. DEPARTMENT DESCRIPTION
Supporting the university’s mission and distinctive college system, the Office of Student Conduct provides central leadership for UCSD’s campus-wide non-academic student conduct process in conjunction with the undergraduate colleges and residential areas, graduate and professional schools, and greater university community. The office plays a critical role in managing and resolving student complaints of sexual violence and sexual assault, bias, discrimination, and harassment. Additionally, the office facilitates ongoing comprehensive student conduct-related training for staff, students, and faculty while educating the campus community about student rights and responsibilities.

III. EDUCATIONAL OBJECTIVES
Under the direct supervision of the Director of Student Conduct, the Graduate Assistant will play a key role in the day-to-day operations of the Office of Student Conduct and the overall student conduct process. Areas of emphasis include: developing counseling skills through individual student conduct meetings, utilizing research, organization, and communication skills and knowledge and understanding of student conduct processes and regulations, and understanding the intersection of student development and the student conduct process. Graduate Assistant will meet with the Director of Student Conduct on a regular basis in order to provide/receive feedback, evaluate the assistantship experience, and discuss career goals and interests.

IV. DUTIES AND RESPONSIBILITIES
1. Assist Director of Student Conduct in developing and implementing annual revisions to Student Conduct Code and Student Conduct Standards. Research potential changes, compile best practices and trends, and summarize national, UC system-wide, and other related policy issues/changes. Organize and coordinate regular meetings of Student Conduct Standards Group to discuss policy changes.

2. Assist Student Conduct Coordinator in reviewing incident reports, uploading reports and other documents into Advocate Database, and performing sanction follow-up.

3. Serve as University Student Conduct Officer. Conduct one-on-one Administrative Resolution meetings with students to resolve non-academic student conduct cases. Assign sanctions when students accept responsibility for Student Conduct Code violations.

4. Serve as a University Representative at Student Conduct Reviews and present information supporting alleged violations from University’s perspective.

5. Assist the Director of Student Conduct in investigating non-academic student conduct incidents.

6. Assist with various student conduct-related assessments, statistical reports, and research projects.

7. Assist with initial intake and front desk reception, including receiving and directing walk-in traffic, answering phones, and answering questions from students, staff, faculty and other members of the UCSD community about the student conduct process.

8. Other projects and duties as assigned.
V. KNOWLEDGE AND SKILLS NEEDED FOR ASSISTANTSHIP
1. General understanding of student conduct processes and interest in student conduct as a field.

2. Excellent interpersonal and written communication skills and demonstrated ability to explain detailed statistical data reports in everyday language. Attention to detail is crucial.

3. Student centered philosophy focused on student development.

4. Ability to maintain a high level of confidentiality.

5. Ability to work well in a team environment.

6. Experience using Microsoft Office programs, including Excel (Pivot Table preferred), Word, PowerPoint, and PageMaker.

VI. BENEFITS OF THE ASSISTANTSHIP
1. Opportunity for personal and professional growth and development.
2. Opportunity for one-on-one interaction with students.
3. Opportunity to increase knowledge and understanding of student conduct processes and standards.
4. Professional mentoring relationship with Student Affairs staff.
5. Hands-on experience with widely-used student conduct database.