

## GRADUATE ASSISTANT FOR STUDENT STANDARDS

**Position Overview:** The Student Standards Graduate Assistant will play a key role in the daily operations of the Office of Student Standards and the overall student conduct process. Basic areas of development include: knowledge and understanding of student conduct process as it relates to fulfillment of the institutional mission, opportunity to learn about and practice basic higher education legal concepts, utilize student development theory and communication skills to address behaviors of concern, and development of research, organization, communication and collaboration skills.

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### Description of Duties and Responsibilities:

1. Adjudicate cases of alleged misconduct, including investigation, sending correspondence, meeting with students, and sanction assignment and follow-up. This includes serving as both an administrative and board hearing officer.
2. Assist with management of conduct database, including case creation, updates, and basic statistical reports.
3. Make presentations to various audiences as requested, and participate in sanction delivery as requested.
4. Participate in all training sessions provided by the office.
5. Serve as office liaison with some members of the housing staff.
6. Complete student conduct related research and complete a project that is to be agreed upon by the Director of Student Standards.
7. Complete police ride along (both EIU and CPD) each semester.
8. Interact with students, parents, faculty and staff from other departments including, but not limited to, Housing, the Counseling Center, Health Services, Student Community Service, University Police, and Charleston Police.
9. Maintain records in every area of responsibility.
10. Provide reception area coverage as needed, including answering phone inquiries, directing walk-in traffic, and providing basic information.
11. Other duties and projects as assigned.

### Requirements:

- Bachelor's degree and admittance into an Eastern Illinois University graduate degree-seeking program. Preference will be given to those admitted to the Counseling & Student Development Program.
- Undergraduate GPA of at least 2.80 (on 4.0 scale).
- Excellent interpersonal and written communication skills.

- Demonstrated ability to work with faculty, staff, students and parents from diverse backgrounds.
- Maintain full-time graduate student status and make successful progress toward completion of the graduate program.
- Ability to comprehend and process complicated information, and use this information to make decisions.
- Ability to work collaboratively with staff members in the office as well as from other departments as a team member.
- Outstanding time management skills.
- Basic computer skills.
- Must maintain confidentiality.
- Must pass a basic conduct screening with previous institution(s) and remain in good standing with EIU for the duration of assistantship.

**Preferred Requirements:**

- Previous experience in a student affairs leadership position (resident assistant, student government, new student programs, etc.).
- Interest in analysis and assessment of student behavioral patterns and strong research skills.
- Highly motivated to start a project and see it through to completion.
- Knowledge and experience with electronic media/social media.
- Demonstrated maturity and ability to respond to challenging situations.

**Benefits:**

Contract Dates: 12-month beginning in May. Some flexibility may be available if needed on start date.

Hours: 19.5 hours/week to be scheduled with supervisor. Occasional night and/or weekend commitments.

Stipend: \$850 monthly (\$10,200 annually)

Tuition Waiver: 9 to 16 hours of Graduate Tuition are waived each Fall/Spring semester, and up to 13 hours in the Summer semester. Graduate assistants must enroll in a minimum of 9 hours each Fall/Spring semester, 3 hours in the Summer semester and maintain a 3.0 semester cumulative GPA. Graduate assistants are still responsible for paying student fees each semester, and may be eligible for state and federal aid/loan programs.

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**Timeline:**

1. Applications will be reviewed beginning February
2. Interviews will take place in February and March
3. Candidates will be notified in March of status in the process