

<b>Department:</b>	Dean of Students   Office of Student Accountability & Support
<b>Position:</b>	Student Accountability & Support Advisor
<b>Hours/Week:</b>	18-19 hours a week, occasional evening, or weekend event
<b>Contract Dates:</b>	12-month, beginning in June 2022, some flexibility may be available if needed on start date
<b>Supervisor:</b>	Brittany Floyd, Interim Assistant Dean of Students
<b>Supervisor Contact:</b>	<a href="mailto:bfloyd2@eiu.edu">bfloyd2@eiu.edu</a>
<b>Stipend:</b>	Stipend: \$1000-1100 monthly 9-16 hours of Graduate Tuition waived each Fall/Spring semester, and up to 13 hours in the summer semester. Graduate assistants must enroll in a minimum on 9 hours each Fall/Spring semester, and 3 hours in the summer semester. Graduate assistants are still responsible for paying student fees each semester, and may be eligible for state and federal aid/loan programs.

## Duties & Responsibilities

### *Position Overview*

The Student Accountability & Support Advisor will play a key role in the daily operations of the Dean of Students Office and Office of Student Accountability & Support. The priority of the advisor is to promote personal and professional growth and development for students. This position requires a dedicated and motivated individual who can work autonomously or in a group setting within a fast-paced student affairs department. Basic areas of development include knowledge and understanding of the student conduct process as it relates to the fulfillment of the institutional mission, opportunity to learn about and practice basic higher education legal concepts, utilize student development theory and communication skills to support student success by addressing behaviors of concern, and development of organization, communication, and collaboration skills.

### *Description of Duties & Responsibilities*

1. Day to day work will include meeting with students accused of violating University policy, facilitating a variety of conflict resolution strategies, and providing educational opportunities for students.
2. Assist students to problem solve and be successful in college by collaborating with other departments to link students to appropriate support services.
3. Serve as both an administrative and board hearing officer.
4. Create and deliver presentations to a variety of audiences, often as the only representative from Student Accountability & Support.
5. Coordinate and deliver alcohol and/or drug educational sanctions to students, typically in the format of teaching a class, either in a group or one-on-one.
6. Interact with students, parents, faculty, and staff from other departments including, but not limited to, Housing, Counseling Clinic, Health Education Resource Center, University Police, Charleston Police, and other offices affiliated with the Dean of Students.

7. Work with a diverse group of students to encourage and facilitate an inclusive environment.
8. Participate in all training sessions provided by the office.
9. Serve as office liaison with some members of the housing staff.
10. Maintain records in every area of responsibility.
11. Provide reception area coverage as needed, including answering phone inquiries, directing walk-in traffic, and providing basic information.
12. Other duties and projects as assigned.

#### **Required qualifications**

- Bachelor's degree and admittance into an Eastern Illinois University graduate degree-seeking program.
- Excellent interpersonal and written communication skills.
- Demonstrated maturity, responsibility, and critical thinking skills.
- Ability to respond to challenging situations and participate in difficult yet educational conversations with students.
- Ability to comprehend and process complicated information and use this information to make decisions.
- Must be comfortable presenting to an audience, as well as answering questions.
- Outstanding time management skills.
- Demonstrated ability to work with faculty, staff, students, and parents from diverse backgrounds.
- Computer, telephone, office, and customer service skills.
- Ability to maintain a high level of confidentiality.
- Maintain full-time graduate student status and make successful progress toward completion of the graduate program.
- Pass basic conduct screening with previous institution(s) and remain free of conduct violations at EIU for the duration of assistantship.

#### **Preferred Qualifications**

- Previous experience as a judicial board member, resident assistant, or previous involvement with Greek life, student government, health promotion, human services, etc.
- Interest in leadership, student conduct, student retention, conflict resolution, counseling, legal/judicial systems, higher education, and public speaking.
- Highly motivated to start a project and see it through to completion.
- Knowledge and experience with Microsoft Office (Word, Excel, PowerPoint), Zoom, and Microsoft Teams.
- Great sense of humor.