

Community Standards and Student Conduct - Graduate Assistant Position Duties 2017-18

Supervisor Name: Sarah Holmes

Supervisor Email: sarah.e.holmes1@maine.edu

The Office of Community Standards and Mediation is a department within the division of Student Affairs and primarily responsible for promoting community responsibility on campus, administering the Student Conduct Code, and advising the Student Conduct Committee and the Academic Integrity Board.

Please describe the primary job duties of this graduate assistant position:

- Serve as a University Conduct Officer (hearing officer)
- Conduct investigations of alleged Student Conduct Code violations
- Adjudicate complaints of misconduct and alleged violations of the Student Conduct Code by filing charges, hearing cases, and deciding sanctions for non-academic violations
- Develop educational sanctions
- Present cases to the Student Conduct Committee (appeals committee)
- Design, implement, and distribute educational materials and educational programs
- Participate in departmental team meetings.

Please list any other obligations or expectations of this graduate assistant position:

- Assist with office coverage and administration of the Student Affairs Office
- Explore new initiatives for the office, such as development of a Student Mediation Program, Restorative Justice, Assessment, etc.
- Collaborate with other university departments and programs (University Health and Counseling Services, Residential Life, Campus Activities, etc.)
- Other duties with the division of Student Affairs, as assigned

Compensation: Monthly stipend of \$1000/month September (prorated, based on start date) through May (9 months) in exchange for 20 hours per week.

This assistantship is based on the Gorham Campus.

Please submit a resume and cover letter to Sarah Holmes at sarah.e.holmes1@maine.edu