Dean of Students Office
Graduate Assistant
Job Description

The Dean of Students Office is a department within Campus Life with primary responsibility for student support and advocacy. In addition, the Office promotes USM’s Community Standards through programs and services, administration of the Student Conduct Code, advising the Student Conduct Committee and the Academic Integrity Board, chairing the Student Assistance and Care Team (ACT) and as a member of the Critical Incident Response Team (CIRT). The Graduate Assistant is a paraprofessional member of the Dean of Students staff who reports to the Coordinator of Student Conduct and whose primary role is to assist in the administration of the Student Conduct Process by serving as one of three conduct officers for the University; filing conduct charges, hearing and deciding cases, imposing sanctions, and presenting cases for review in front of the Student Conduct Committee.

Position Title: Conduct Officer, Dean of Students Office (Student Conduct)
Division: Campus Life
Department: Dean of Students Office
Location: 113 Upton Hall, Gorham Campus, University of Southern Maine
Part-time: 20 hours per week
Employment Dates: January 19, 2016 – May 6, 2016; excluding University Holidays/Breaks
Work Schedule: Majority of hours worked in our office in Gorham Mon.-Fri. 8 AM-4:30 PM
Reports to: Andrew McLean, Coordinator of Student Conduct, and interacts/works with Joy Pufhal, Dean of Students, and an Administrative Assistant.

Essential Functions:
1. Serve as one of three University Conduct Officers (hearing officer).
2. Conduct investigations of alleged Student Conduct Code violations.
3. Adjudicate complaints of misconduct and alleged violations of the Student Conduct Code by filing charges, hearing cases, and deciding sanctions for nonacademic violations.
4. Develop educational sanctions.
5. Present cases to the Student Conduct Committee (appeal committee).
6. Design, implement, and distribute educational materials and educational programs.
7. Participate in departmental team meetings.

Marginal Functions:
1. Explore new initiatives for the office, such as the development of a Student Mediation Program, Restorative Justice, Student Discipline System, Assessment, etc.
2. Other duties within the Dean of Students Office, as assigned.

Supervisory Responsibilities: None

Budget Responsibilities: None
Will have the opportunity, if interested, to learn about the office budget and participate in team budget discussions.

Public/Professional Responsibilities:
Maintain good academic standing at the University as well as appropriate behavior that is in line with the standards we expect in our conduct code.

**Internal/External Activities:**
Internal – Regular contact with Residential Life and the USM Public Safety. Periodic contact occurs with other members of the Division of Campus Life in Athletics, University Health and Counseling, and other offices. Contact with other departments and individual faculty and staff members will occur as needed, when working on conduct cases or projects.

External – Contact occurs periodically with parents and family members of our students, and occasionally, with attorneys who represent them. Contact with colleagues at other campuses as needed, when working on office projects.

**Knowledge/Skills/Abilities:**
1. Ability to manage and resolve complex conduct cases.
2. Ability to listen and communicate effectively with a diverse clientele both orally and in writing.
3. Ability to complete paperwork accurately, completely, and in a timely fashion.
4. Ability to refer students to appropriate campus services as needed.
5. Ability to multitask and prioritize work.
6. Ability to maintain composure and professionalism when working with people who are displaying heightened emotional states.
7. Ability to calm anxious or frustrated students.
8. Ability to work as a team player.

**Qualifications:**
**Required**
1. Must possess a Bachelor’s degree and be a matriculated graduate student enrolled in at least six credit hours during the spring 2016 semester at USM.
2. Strong interpersonal skills.
3. Strong writing and organizational skills.
4. Expected to abide by the Student Conduct Code.
5. Must be able to adhere to the strictest standards of confidentiality.
6. Experience working or living in a diverse environment.

**Preferred**
Experience in Student Affairs preferred; such as experience as a resident assistant, serving on a conduct committee, leader or organizer of a student group or activity, or participation (volunteer or paid) in a social service organization.

**Remuneration:**
Five months, January 19, 2016 – May 6, 2016; excluding University Holidays, Breaks and exam week, Stipend $5,000.

Updated November 23, 2015

Please send cover letter and resume to Andrew McLean, Dean of Students Office, 113 Upton Hall, Gorham, ME 04038 or andrew.mclean@maine.edu.