Job Title: Graduate Assistant for Community Standards & Student Conduct

Description: The Graduate Assistant for Community Standards & Student Conduct (CSSC) reports to the Assistant Director of Community Standards & Student Conduct and will assist the office in its commitment to balancing the needs of students moving through the conduct process and greater campus community by promoting community standards and responding to student misconduct in a fair, consistent, and educational manner. CSSC looks to provide students with individualized opportunities for growth so that they may develop into engaged and ethical citizens.

Primary Duties, Responsibilities & Tasks:
- Serve as a conduct officer: meet with students to review alleged violations of the Community Standards, make determinations of responsibility and craft case outcomes to achieve educational and developmental goals.
- Act as a resource person and referral agent. Will advise students regarding personal, educational and behavioral concerns. Will counsel students within the limitations of training and refer students to appropriate campus services as needed.
- Assist in developing creative and individualized sanctioning options.
- Assist with office's assessment projects. This may include collecting and interpreting data and drafting reports.
- Correspond with students (and parents when applicable) to acknowledge reported violations of Community Standards.
- Provide feedback and potential edits for new and existing policy.
- Meet regularly with supervisor.
- Maintain accurate records and notes.
- Assist in website maintenance and updates.

Req. Knowledge, Skills & Education:
- Must be a graduate student currently enrolled in a degree-granting program in Higher Education, Student Personnel, Counseling, or related field.
- Possession of outstanding interpersonal communication and detailed administrative skills required.
- Commitment to diversity required
- Skills in the areas of assessment, technology, and marketing are highly desirable.
- Successful candidates must pass a CORI background check.
- Experience in Maxient is a plus.

Req. Prior Work Experience: Previous work experience in Residential Life, Housing or Community Standards is preferred.

Pay: This position would be a non-exempt position for $15 an hour, with the capacity to work 20 hours per week.

To express interest in this position, please contact Melissa Woolsey, Assistant Director for Community Standards & Student Conduct @melissa_woolsey@emerson.edu with attached resume and cover letter.