

UNIVERSITY OF KANSAS  
Office of the Vice Provost for Student Affairs Position Announcement  
**Student Conduct Graduate Assistant**

**General:** Student Conduct and Community Standards (SCCS), housed in the Vice Provost for Student Affairs Office, is responsible for investigating and resolving alleged violations of the Code of Student Rights and Responsibilities (specifically, non-academic misconduct) and educating members of the university community about community standards and values. The Graduate Assistant will be an active member of the SCCS team and must possess the highest level of integrity and confidentiality due to the nature of the work generated in the office.

**Responsibilities include but are not limited to the following**

- Working with students who are alleged to have violated the *Code of Student Rights and Responsibilities* and educating them of their rights and responsibilities.
- Investigating alleged student misconduct and resolving student disciplinary matters.
- Monitor the completion of judicial sanctions by students who were found responsible for a violation of the *Code of Student Rights and Responsibilities*.
- Referring students to other departments/programs for assistance and/or fulfillment of sanctions
- Participating in outreach to faculty, staff and students on the *Code of Student Rights and Responsibilities*.
- Lead outreach programs such as National Hazing Prevention Week and Know the Code Week.
- Maintaining records and database
- Assisting with general office duties as needed
- Other duties as assigned.

**Required Qualifications:**

1. KU graduate student in good academic standing enrolled for the 2017-2018 academic year in the Higher Education (Student Affairs) masters/doctoral degree program or Counseling Psychology masters degree program or KU Law School.
2. Understand the importance of confidentiality.

**Preferred Qualifications:**

1. Previous experience with student conduct issues or related student services programs.
2. Demonstrated ability to organize information, schedule activities, and work independently.
3. Demonstrated strong verbal and written communication skills.
4. Strong interpersonal skills and ability to relate to a diverse group of students, staff, and faculty.
5. Comfortable learning new technology skills.

Appointment: 50% (20 hours per week)

Length of Appointment: Summer 2017 - end of May 2018 (two year commitment preferred)

Salary: \$490/biweekly

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