

UNIVERSITY OF KANSAS  
Office of Student Conduct and Community Standards  
**Student Conduct Graduate Assistant**

**General:**

Student Conduct and Community Standards (SCCS), 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 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.
- Serving as the office advisor to the Student Hearing Board (a hearing board consisting solely of students)
- Maintaining records and databases
- Assisting with general office duties as needed
- Other duties as assigned.

**Required Qualifications:**

1. KU graduate student in good academic standing enrolled for the 2021-2022 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. Demonstrated ability to organize information, schedule activities, and work independently.
2. Demonstrated strong verbal and written communication skills.
3. Strong interpersonal skills and ability to relate to a diverse group of students, staff, and faculty.
4. Comfortable learning new technology skills.

Appointment: 50% (20 hours per week)

Length of Appointment: August 2021 through May 2023. Summer employment may be negotiated but is not automatic. Two year commitment preferred.

Salary: \$500/biweekly

The University of Kansas is an Equal Opportunity/Affirmative Action Employer. The University encourages applications from underrepresented group members. Federal and state legislation prohibits discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.