Office of Community Standards and Student Responsibility

Position: Graduate Assistant for Community Standards and Student Responsibility

Remuneration: $9,000.00 (plus tuition waiver)

Contact Person: Rich Kane, Assistant Director, Community Standards

The ideal candidate for the graduate assistant position in the Office of Community Standards and Student Responsibility (CSSR) will possess the following skills or experience:

- Excellent interpersonal and written communication skills;
- Professional or paraprofessional experience working with undergraduate students on a residential campus;
- An awareness of contemporary issues facing traditionally-aged college students on a residential campus; and
- An appreciation for the philosophy of educational discipline.

Working 20 hours per week throughout the academic year (16 weeks in each of the Fall and Spring semesters), the graduate assistant, as a member of the CSSR team, will be responsible for assisting with the overall administration of the Ohio University Student Code of Conduct. Specific responsibilities of the graduate assistant include:

- Administer the community standards process for students allegedly involved in violations of the Student Code of Conduct. The graduate assistant will ensure that the student understands the process and charges and will determine both disciplinary and educational sanctions as appropriate.
- Assist with University Hearing Board recruitment, selection, and training.
- Assist with maintaining collaborative efforts between CSSR and Residential Housing.
- Conduct Administrative Hearings to determine an accused student’s responsibility when a student denies charges.
- Advise all students involved in the process of their rights and options, including the option to file a formal conduct referral.
- Assist in maintenance of records and database as needed.
- Assist with walk-in and telephone traffic.
- Other duties as assigned.

For general questions on the GA application process, please contact: Jonathan Renard, Graduate Assistant for the Office of the Dean of Students at jr274509@ohio.edu or (740) 593-1800.

Questions regarding the above position should be directed to: Rich Kane, Assistant Director of Community Standards, 740-593-2629, kaner@ohio.edu