Office of Community Standards and Student Responsibility

Position: Graduate Assistant for Community Standards and Student Responsibility
Remuneration: $11,000.00 (plus tuition waiver)
Contact Person: Mary Kate Kennedy, Assistant Director, Community Standards

Position Description:

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.

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 other offices.
- Conduct Administrative Hearings to determine an accused student’s responsibility when a student denies charges.
- Assist in maintenance of records and database as needed.
- Assist with walk-in and telephone traffic.
- Other duties as assigned.

Graduate Assistants are expected to work a total of 300 hours over the course of the semester. This time period will begin two weeks prior to the start of the semester and conclude at the end of the semester. This averages out to approximately 20 hours per week.

This position has been filled for the 2017-2018 academic year.

To apply, you will need your resume, cover letter, a list of professional references, and your autobiographical sketch/personal statement. You may apply for up to four graduate assistantships at Ohio University. For general questions on the GA application process, please contact: Emily Mason, Graduate Assistant for the Office of the Dean of Students at em585714@ohio.edu or (740) 593-1800.

Questions regarding the above position should be directed to: Mary Kate Kennedy, Assistant Director of Community Standards, 740-593-2629, mkenndey@ohio.edu