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 verbal communication skills;
- Experience preparing and presenting educational programs/classes to undergraduate students;
- Interest or experience in working with students in an outdoor, challenge course setting;
- An awareness of contemporary issues facing traditionally-aged college students on a residential campus, particularly related to substance use; and
- An appreciation for the philosophy of educational discipline.

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. 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:

- Serve as the primary instructor for CSSR’s substance abuse intervention classes, focused primarily on alcohol, marijuana, and prescription drug abuse and a co-instructor for the Challenge Course alcohol intervention program, in partnership with Counseling and Psychological Services and Campus Recreation.
- Assist with CSSR’s outreach efforts, including developing and presenting other educational programming, material, and events, including University Hearing Board recruitment, selection, and training.
- 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.
- Other duties as assigned.

How to apply: Please complete the online application at:
http://www.ohiouniversityjobs.com/postings/21289

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, m kennedy@ohio.edu