Office of Community Standards and Student Responsibility

Position: Graduate Assistant for Community Standards and Student Responsibility
Stipend: $13,500 (plus tuition waiver)
Supervisor: Karen Petko, Associate 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 issues facing traditionally-aged college students on a residential campus;
- A commitment to the pursuit of equality and social justice, 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 campus outreach efforts (e.g., in-class presentations, informational tabling, etc.)
- 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.

To apply, complete the online application at: [http://www.ohiouniversityjobs.com/postings/24788](http://www.ohiouniversityjobs.com/postings/24788)

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: Elizabeth Stermer, Graduate Assistant for the Office of the Dean of Students, at es933317@ohio.edu or (740) 593-1800.

Questions regarding the above position should be directed to: Karen Petko, Associate Director of Community Standards, 740-593-2629, petkok@ohio.edu