

## Office of Student Conduct Graduate Assistant Position

### **Mission:**

The Office of Student Conduct uses an equitable and supportive approach to educate and partner with WMU students, faculty, staff, and community members in order to develop a civil, ethical, and safe campus environment. The successful graduate assistant candidate will provide leadership and innovation to support this endeavor.



**Student Conduct**

### **Responsibilities of the Student Conduct Graduate Assistant:**

- Become familiar with and uphold the WMU Student Code of Conduct
- Develop an understanding of the student conduct process and educational sanctioning and their use in furthering students' learning and development
- Serve as a hearing officer as appropriate to ensure students' rights are protected while minimizing University liability and promoting the behavior standards of the institution
- Support the facilitation of the academic integrity process
- Facilitate OSC educational programming
- Assist in the development and training of hearing officers and academic integrity hearing panelists
- Assist with the assessment and evaluation of the OSC's programs and services
- Create and conduct presentations and outreach efforts for the OSC
- Use the Maxient database to maintain records and data
- Other duties as assigned

### **Requirements:**

- Bachelor's degree.
- Conflict management skills.
- Effective interpersonal skills.
- Knowledge of student learning and development.
- The ability to work with diverse groups of students, faculty, staff, parents, and community members.
- Admitted to a graduate program at WMU (those newly entering Higher Education Student Affairs Leadership, Counselor Education/Counseling Psychology, or a related program preferred).

### **Remuneration:**

In 2020-2021, compensation was \$13,263 for a two-semester position and included tuition (up to 9 credit hours each Fall and Spring semester) and out-of-state tuition waiver for the first year if accepted and enrolled full time in a graduate program. The graduate assistantship is a 20 hours per week, Fall/Spring semester appointment, renewable upon satisfactory performance. Also included are: parking pass, 10% bookstore discount, and professional development opportunities.

**Submit resume and cover letter to [Nicole.allbee@wmich.edu](mailto:Nicole.allbee@wmich.edu) by April 19, 2021 for consideration.**