

Dean of Students Office

Responsibilities

Assist with administration of the University conduct system.

- Coordinate conduct process for all parties utilizing Advocate software.
- Serve as a resource/contact for students, faculty, and staff
- Generate reports and maintain database in the student conduct system.
- Instruct student, faculty, and board members on the university conduct process.
- Instruct students on university conduct procedures.
- Create and implement programming that supports educational learning outcomes for student conduct.

Assist with the CSAL Program

- Research student affairs competencies, principles of good practice, department functions, and available graduate programs to provide information to participants at Careers in Student Affairs Month events.
- Evaluate programs such as the College Student Affairs Leadership Visitation Days and Careers in Student Affairs event through the use of formal assessment.
- Assist with the CSAL Newsletter, CSAL website, and other CSAL promotional/information materials.

Administrative

Work collaboratively with Dean of Students Office Staff on division and office programs and services. Supervise student staff including training, support, and recognition.

Qualifications

This assistantship requires great organizational skills and the ability to pay attention to details. The capability to handle multiple tasks, work independently and to uphold confidentiality is important.

Learning Outcomes:

- To enhance the graduate assistant's academic experience by providing an opportunity to increase his or her knowledge of student development as well as the functions of a university;
- To become knowledgeable about the student conduct process;
- To improve listening and problem-solving skills;
- To develop and refine professional written and oral communication skills through interactions with students, faculty and staff.