

## Dean of Students Office

### Responsibilities

- Assist with administration of the University conduct system.
  - Coordinate conduct process for all off-campus alcohol and drug violations.
  - Utilizing Advocate software to coordinate meetings and maintain case notes.
  - Serve as a resource/contact for students, faculty, and staff
  - Generate reports and maintain database in the student conduct system.
  - Assist in training student, faculty, and board members on the university conduct process.
  - Assist in informing students on university conduct procedures.
  - Create and implement programming that supports educational learning outcomes for student conduct.
- Serve as a member of Behavior Team and meet with students of concern, referring them to appropriate campus resources.
- Assist with the supervision of Dean of Students Office student staff, specifically assist with training, evaluation, recognition and scheduling.
- 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.

### 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 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.