Section A: Graduate Assistant Job Description

Department Name: Office of Student Conduct and Community Standards

Number of Vacancies: 2

Department Website: http://studentconduct.utk.edu

Department Mission Statement (Brief): The Office of Student Conduct & Community Standards is concerned with the individual rights and responsibilities of students. Staff members serve as advisors to the student judicial system and, when necessary, initiate appropriate disciplinary proceedings.

Students placed on disciplinary probation receive direction, guidance, support, and encouragement. An effort is made to identify and correct problems interfering with academic progress. While on probation students may be referred to other agencies for help with personal, psychological, and drug/alcohol problems.

Job Requirements/Qualifications:

As a Graduate Assistant in the Office of Student Conduct and Community Standards, you will serve as the primary contact between the Office and University students. Graduate Assistants meet with students to discuss incidents, Standards of Conduct, and options within the student conduct process. After discussing details of incidents with students, GAs may be required to gather additional information from other students, housing staff, or law enforcement officers. GAs will at times speak with concerned parents, reporting professors, or attorney representatives.

Additionally, GAs will assist in conducting assessments and benchmarking of conduct related topics, as well as program development. Assistance and support is also expected with clerical duties including answering telephones, scheduling appointments, and managing the departmental database when needed.

Time Commitment/Compensation/Benefits:

- 20 hours/week
- Tuition waiver
- Monthly stipend
- Graduate Assistants serve as at-will employees in the Division of Student Life.