



Title: Graduate Assistant for Community Standards

Department: Division of Student Life

Reports To: Director of Community Standards

Overview:

Graduate Assistant for the Office of Community Standards serves a vital role in the response, intervention and education of students that violate the Student Conduct Code. The Graduate Assistant serves as an Assistant Conduct Officer and responds in a manner that is consistent with the mission of the Division of Student Life to enhance the student experience at the University of Maine.

Position Responsibilities:

The Graduate Assistant will:

- Assist the Director of Community Standards in ensuring institutional due process with respect to conduct hearings in student disciplinary matters.
- Assist with proper intake of conduct complaints, correct and timely functioning of the hearing process, and training of the Student Conduct Code Board and Conduct Officers.
- Collaborate with campus and community partners to design and implement programming for Domestic Violence Awareness Month and Sexual Assault Awareness Month.
- Participate in and collaborate with other units within the Division of Student Life to include University Police, Residence Life, Student Wellness Resource Center, Center for Student Involvement, and Multicultural Affairs in the production of reports and summaries to the campus community.
- Serve as a university conduct officer by meeting with students to review alleged violations of the Student Conduct Code.
- Assist with the management of the intake process and assignment of all referrals to the conduct process. This includes the data management in Maxient, assignment to various hearing officers, and accurate record keeping for all cases.
- Plan and implement training workshops designed to increase knowledge and/or improve skills of faculty, staff, and students working with the conduct process.
- Assist with the recruitment and selection process for Conduct Hearing Board members. This may include assisting in revising the application, screening applications, scheduling and conducting interviews, and related paperwork and correspondence.
- Assist the Hearing Officers and Hearing Boards with the development, implementation, and monitoring of appropriate educational sanctions.
- Co-facilitate presentations for students on sexual violence prevention.
- The GA will attend and participate in regularly scheduled staff meetings and individual supervision with the Director. They are responsible for keeping the professional staff informed about general activity in their area of responsibility.
- In support of the Division of Student Life, the GA may be asked to perform duties outside of these listed responsibilities.

Qualifications:

The Graduate Assistant Position requires a bachelor degree and full-time enrollment in a graduate program at The University of Maine maintaining a 3.0 minimum GPA. In a commitment to the development of professionals in the Student Affairs field, first consideration will be given to students enrolled in the Higher Education program.

Workload and Schedule:

This position is a twenty (20) hour per week position, for one academic year, but is renewable for up to three academic years. This position is held for nine (9) months, approximately mid-August through mid-May. Normal UMaine business hours are Monday through Friday, 8:00 a.m.-4:30 p.m. However, work beyond regular business hours, including weekends, will occasionally be necessary in order to complete the requirements of this position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

Compensation:

- Tuition waiver up to 9 credit hours per academic semester
- Portion of the Graduate Health Insurance Plan
- \$17,000 stipend paid over 9 months

To Apply: To apply for the Graduate Assistant Position, please email a resume, cover letter, and list of three references to: communitystandards@maine.edu.