



**UNIVERSITY OF  
GEORGIA**

**Student Conduct**

*Student Affairs*

## GRADUATE ASSISTANT FOR STUDENT CONDUCT

### **Position Function/Summary**

The Graduate Assistant in the Office of Student Conduct (OSC) meets all requirements for acceptance into the Graduate School at the University of Georgia and must be duly enrolled as a full-time graduate student upon employment. The Graduate Assistant will assist with the management of the OSC's Georgia Resiliency and Integrity Training (GRIT), which works closely with University Judiciary to plan, implement, and facilitate a comprehensive resiliency sanction. The Graduate Assistant will also work to assist with the facilitation of the OSC's Community Service Reflection and will also work directly with conduct process students going through the University's Responsible Action Protocol. The assistantship is a 13 hours/week position for an academic year appointment (9 months). For more information about the Office of Student Conduct please visit [www.conduct.uga.edu](http://www.conduct.uga.edu).

### **Primary Duties/Responsibilities**

1. Assist with the management of the administrative aspects of the Georgia Resiliency and Integrity Training (GRIT) program within the OSC, focusing on program design, structure, and facilitation.
2. Collaborate with University Judiciary to oversee the recruitment, training, and assignment of University Judiciary students in their role as GRIT leaders.
3. Assist in the facilitation of the OSC's Community Service Reflection and assess, as needed, student learning associated with this program.
4. Gather data and other assessment information surrounding resiliency-related student learning for both the GRIT workshop and the follow-up meeting component.
5. Create detailed departmental assessment reports for GRIT to assist with determining the overall effectiveness of the program in relation to the Division of Student Affairs' Wellbeing Initiative.
6. Receive, review reports, and facilitate meetings and follow up of alleged student misconduct falling under the University's Responsible Action Protocol.
7. Other duties as assigned.

### **Knowledge, Skills, Abilities and/or Competencies**

This individual should demonstrate good written, verbal, and interpersonal communication skills, including an ability to facilitate learning experiences for students. Additionally, this individual must possess computer knowledge and skills and be able to utilize word process, email, internet, calendar and other programs, including Qualtrics. An ability to manage detailed work and take initiative to grow programs and student participation is necessary.

This individual must maintain confidentiality of cases and records. The position requires some travel between floors in Memorial Hall, which is located in the central part of UGA's main campus.

## Education and Experience

1. Bachelor's degree.
2. Must be accepted and enrolled in a graduate program at the University of Georgia.
3. Undergraduate campus leadership experience preferred.
4. Willingness to work some nights and weekends.

## University of Georgia

The University of Georgia is a comprehensive land and sea grant institution composed of 17 schools and colleges, including agriculture, the arts and humanities, business, education, engineering, journalism and mass communication, law, and veterinary medicine. UGA is also home to the Georgia Regents University/University of Georgia Medical Partnership. The university's picturesque 759 acres in Athens, Georgia, is home to nearly 35,000 students. UGA's website is: <http://uga.edu/>.

## Divisional and Departmental Overview

As a unit within the Division of Student Affairs, the Office of Student Conduct seeks to enhance the learning environment for members of the University of Georgia community by inspiring students to engage meaningfully, grow intellectually, and build character. This mission is accomplished by 1) educating University of Georgia students and student organizations about their rights, responsibilities and expectations as members of a community; 2) providing a fair and educational process for students and student organizations through which alleged violations of the University Code of Conduct are resolved; 3) creating opportunities for student learning and development; and 4) offering outreach services to educate faculty, staff, and other community partners about the role of the office and the Code of Conduct. For more information about the Division of Student Affairs and the Office of Student Conduct, visit <http://studentaffairs.uga.edu> and <http://conduct.uga.edu>.

*The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ethnicity, age, genetic information, disability, gender identity, sexual orientation or protected veteran status.*