



Office of Student Conduct

APPALACHIAN STATE UNIVERSITY

## Graduate Assistant

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### Overview of Position

The mission of Appalachian State University's Office of Student Conduct, a unit of the Office of the Dean of Students, is to educate students about community standards, promote student learning and accountability, and facilitate the development of thoughtful and responsible citizens. The Office of Student Conduct strives to reduce and prevent behavior that undermines student academic success and that negatively detracts from the educational mission of the University; to improve the health and safety of students and the community; to provide timely support and resources for students; and to prevent violence in and around the University campus.

The Graduate Assistant serves as a paraprofessional staff member and assists in promoting the mission and philosophy of the Office of Student Conduct. Supervised by the Director of Student Conduct or designee, the Graduate Assistant is responsible for assisting in the administrative duties of the disciplinary process, serving as a resource for participants in the disciplinary process, providing outreach to members of the University community, and completing other duties as assigned.

### Responsibilities

- Support Student Conduct staff with coordination of case adjudication, including gathering and interpreting relevant case information
- Meet with Respondents and assist them in understanding their rights; understanding charges filed against them; gathering and organizing information pertinent to their case; understanding Board procedures; preparing for the verbal and written processes of the Board; and understanding the guidelines for an appeal if found responsible for conduct violations
- Create and develop programs that educate the Appalachian State University community about current conduct concerns involving the *Code of Student Conduct* and the *Academic Integrity Code*
- Assist with the training and selection of Board members
- Assist with the development of educational sanctions
- Research trends and best practices related to student conduct and academic integrity
- Assist with departmental assessment efforts
- Assist with the day-to-day operations of the office including file maintenance and administrative support
- Serve as a positive role model to members of the University community
- Complete other duties as assigned by members of the Student Conduct staff

### Requirements and Qualifications

- Accepted/enrolled in a graduate program as a full-time graduate student
- Participate in all ongoing conduct training sessions
- Attend conduct board hearings (typically Tuesday evenings and Friday afternoons)
- Assist with campus outreach (may occur during evening or weekend hours)
- Interpret the *Code of Student Conduct* and *Academic Integrity Code* with accuracy
- Possess excellent oral and written communication skills, a collaborative communication style, strong interpersonal skills, and proven ability to work with sensitive and confidential information
- Possess strong organizational skills
- Available to work a minimum of 20 hours per week