

# New England College

Graduate Assistantship Job Description

**Position Title:** Graduate Assistant for Student Conduct  
**Department:** Office of Student Conduct  
**Reports to:** Director of Student Conduct

**Start Date:** August 15, 2018  
**End Date:** June 23, 2019  
**Benefits:** \$5,000 stipend and room

## Position Purpose

The Office of Student Conduct at New England College is seeking a graduate assistant for the 2017-2018 academic year. Reporting directly to the Director of Student Conduct, the GA will be responsible for adjudicating lower level policy infractions, assessing several areas related to Student Conduct, including student satisfaction and retention, and researching best practices as it comes to the field of Student Conduct. This person will also gain valuable knowledge in the areas of crisis management, computer software (Advocate), training, and advising/supervising.

## Duties & Responsibilities

- Work twenty (20) hours a week (will include nights) in the Office of Student Conduct
- Plan and implement programs and trainings around use/misuse of alcohol, marijuana and other conduct related policies.
- Meet individually with students who have violated lower level policies
- Participate in the On-Call Duty Rotation
- Provide leadership development opportunities for the undergraduate students
- Other duties as assigned

## Position Requirements

Skills & Knowledge	Experience	Education
<ul style="list-style-type: none"><li>• Interested in working with students who have violated policy</li><li>• Effective at time management</li><li>• Excellent communication skills</li><li>• Able to initiate and complete creative and complex tasks independently</li><li>• Ability to keep things confidential</li></ul>	<ul style="list-style-type: none"><li>• A working knowledge of the NEC Student Handbook</li><li>• Resident Advisor experience preferred but not necessary</li><li>• Experience with student conduct boards</li></ul>	<ul style="list-style-type: none"><li>• Admitted to a graduate degree program at New England College prior to appointment</li><li>• Enrolled in a minimum of four credit hours and a maximum of nine credit hours of study per term.</li><li>• Maintain a 3.0 cumulative and semester grade point average throughout the term of employment.</li></ul>