Qualifications:
- Acceptance, or current enrollment, in a Clemson University graduate program as a full-time student.
- Desired candidates will be enrolled in the Master of Education in Student Affairs, Master of Education in Community Agency Counseling, or Master of Human Resource Development programs.
- Willingness and ability to assume responsibility for confidential record keeping.
- Experience in one-on-one counseling, as well as public speaking.
- Exceptional written and oral communication skill.
- Computer literacy.

Core Responsibilities:
The Graduate Assistant is responsible for:
1. Individually counseling students on behavioral issues.
2. Co-advising and coordinating the case load for the Student Judicial Boards.
3. Adjudicating cases as a University hearing officer.
4. Serve as the case and logistics manager for Tiger Steps.
5. Co-facilitate training for undergraduate and graduate student involvement in the office; Student Judicial Boards and interns.
6. Serve as a resource for all persons involved with Clemson University’s Student Conduct process.

The Graduate Assistant will work under the direct supervision of the Associate Director of the Office of Community and Ethical Standards. Along with the Director, Associate Director, and Assistant Directors, they represent the University in all student conduct concerns.

Other Responsibilities:
- Provide counseling and guidance for students accused of violation(s) of the Student Code of Conduct.
- Meet weekly, to advise and provide feedback for the Student Judicial Boards.
- Schedule and route cases for the Student Judicial Boards.
- Assist with training programs for Student Judicial Boards, Housing Staff, and OCES Interns.
- Follow-up with and provide education to students on an individual basis, that are assigned sanctions.
- Successfully complete and maintain requirements necessary for enrollment in graduate program of study.
- Perform other functions as assigned by the Associate Director or as needed by staff in the Office of Community and Ethical Standards.

Compensation:
- Graduate assistantship tuition reduction.
- This is a full-time Graduate Assistantship. The Graduate Assistant is compensated for thirty (28) hours of work per week. Twenty (20) hours per week are to be served in the Office of Community & Ethical Standards during the normal operating times of 8:00 am-4:30 pm with the remaining eight (8) hours that may include some evening/weekend obligations.