Clemson University
Office of Community and Ethical Standards
Graduate Assistant Job Description
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. Working with University Housing on the completion of cases through Maxient, our online student conduct database
3. Co-advising and coordinating the case load for the Student Judicial Boards
4. Adjudicate cases as a University hearing officer
5. 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 Senior Associate Director of the Office of Community and Ethical Standards. Along with the Director, Senior Associate Director, and Associate Director, 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 Senior Associate Director or as needed by staff in the Office of Community and Ethical Standards
• Co-Coordinate the Tiger S.T.E.P.S Program
Compensation:

- A stipend of $13,624 for 12 months/employment
- Graduate assistantship tuition reduction
- Professional development funding
- This is a full-time Graduate Assistantship. The Graduate Assistant is compensated for twenty-eight (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.

Supervisor Information: Randall Williams, Senior Associate Director
rw2@clemson.