

Clemson University
Office of Community and Ethical
Standards

Graduate Assistant Position Description 2019-2021

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 skills
- Computer literacy

Core Responsibilities:

The Graduate Assistant is responsible for:

1. Individually counseling students on behavioral issues
2. Managing the logistics and assist in facilitator training for the Tiger Steps Program, an alternative adjudication process
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 direction/supervision of the Associate Director in the Office of Community and Ethical Standards. Along with the Director, Associate Director, and Assistant Directors, they represent the University in all student behavioral conduct concerns.

Other Responsibilities:

- Provide counseling and guidance for students alleged 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 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:

- 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 28 twenty-eight 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 ten (8) hours that may include some evening/weekend obligations (mostly Judicial Boards in the evenings).

Supervisor information:

Marijohn Bittle Boyd, Associate Director
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