

Graduate Assistant of Community Standards Case Adjudication & Management

The George Mason University, Office of Housing and Residence Life welcomes all qualified candidates to apply for the position of Graduate Assistant of Community Standards & Education for the 2019-2020 academic year.

Responsibilities:

The Graduate Assistant of Community Standards is a 10-month position. The primary responsibilities include the implementation of a robust student accountability program focusing on the residential student population. This role facilitates individual awareness around decision making and promotes responsibility, courteous living, and community accountability.

A Graduate Assistant for Community Standards: Case Adjudication & Management at George Mason University contributes to the shared mission of the Housing and Residence Life and the office of Student Conduct in conduct case resolution. Responsibilities fall into the categories of Case adjudication, Student Organization Advising, and Administrative Operations, not limited to:

Case Adjudication & Management (75%)

- Adjudicate cases involving potential policy violations through the conduct process
- Assist with the facilitation of mediation and restorative justice processes as an alternate means of case resolution for residential students

Administrative Operations (15%)

- Manage communication with students through the conduct e-mail system
- Serve as an Incident Manager and oversee coordination of incident referrals for designated area
- Ensure accurate preparation and maintenance of student records electronically
- Assist in the assessment of student experience with an understanding of conduct-related policies, procedures and expectations.
- Prepare reports with data gleaned from informal and formal assessment methods
- Other duties as assigned

Student Board Advising (10%)

- Serve as liaison between the Residential Student Adjudication Board and the professional staff advisor
- Manage administrative operations related to the Residential Student Adjudication Board
- Develop and lead training and development of Residential Student Adjudication Board members
- Assist in the recruitment and selection of students to serve on the Residential Student Adjudication Board

Qualifications:

A successful candidate for the Graduate Assistant for Community Standards position with Community Standards at George Mason University will have earned a Bachelor's degree and be accepted to a Graduate Program at George Mason prior to the start of the position. This position requires the candidate to actively take part in the growth and advancement of Community Standards through the lenses of creative inquiry, critical and practical application. In addition, the unit is supported by this candidate's superior skills in administration, use of robust technology, time

maximization, research, and initiative. Furthermore, members of the Community Standards team exhibits professionalism, a strong work ethic and leadership capabilities. This candidate shall embody each of the aforementioned. A last success factor for this candidate will be the ability to deliver dynamic presentations to group of varying sizes and convey concepts tailored to the needs of the learner, not limited to face-to-face method of communication.

Time Commitments:

The Graduate Assistant position is designed for 20 scheduled office hours per week. During peak times in the academic year, extended hours may be required. The anticipated start date for this position is....

Compensation:

The Graduate Assistant position will consist of nine (9) graduate credits per semester 2019-2020 academic year and \$14,000 stipend. Compensation does not include student fees. This graduate assistantship is a 10-month, live-off position.

To apply:

To apply for this position, please do so by submitting a cover letter and resume to:

Meeghan Milette
Associate Director Staff On-Boarding & Development
mharrin8@gmu.edu

*Priority deadline for application materials is Monday, June 10, 2019, but materials will be accepted until the position is filled.