

**Graduate Assistant Position Description
Office of Student Rights & Responsibilities
2023-2024**

The Office of Student Rights & Responsibilities supports the educational mission of Northern Arizona University by upholding the standards of conduct for the university community. SR&R supports faculty and staff that may need assistance addressing student behavior and provides educational opportunities for students that may have violated university policies. Our goal is to use a student centered, student developmental approach that is educational.

Responsibilities

- Serve as a member of the Student Rights & Responsibilities team.
- Attend SR&R staff meetings, Dean of Students area meetings, and divisional or university committee meetings, such as Alcohol and Other Drug Coalition, Mental Health Coalition, and other committees as appropriate and time permitting.
- Assist in the adjudication of student conduct issues with an emphasis on student development utilizing the *Student Code of Conduct Procedures*.
- Assist the Assistant Director in creation of Maxient cases.
- Utilize analytics for analysis and creation of reports regarding student conduct trends.
- Monitor cases for compliance with assigned remedial responses.
- Complete student records/background checks.
- Assist in creating evidence packets for University Hearing Board appeals, as requested.
- Assist other conduct staff members with note taking, case organization, and other administrative tasks, as requested.
- Process and maintain private student records in compliance with the Family Educational Rights and Privacy Act (FERPA).
- Assist students on a walk-in basis regarding a variety of student issues/needs, including crisis/personal issues.
- Assist in the planning and coordination of special events including Family Weekend, Homecoming, Welcome Week, and student recognition programs.
- Represent SR&R and/or other Dean of Students offices at various functions such as NAU Preview Days, NAU Said Yes, Orientation, etc.
- Assist in the coordination of various assessment projects throughout the year.
- Coordinate and assist with other programs and responsibilities as needed.

ACPA/NASPA Professional Competency Areas

- Assessment, Evaluation, and Research
- Law, Policy, and Governance
- Student Learning and Development

Time Commitment & Compensation

- The Graduate Assistant position includes a stipend for the 2023-2024 academic year to include 100% tuition remission and health insurance benefits.
- Work schedule is 20 hours per week.
- Due to the nature of student conduct work, this may restrict the Graduate Assistant's ability to accept certain committee and board assignments.
- Reports to designated Coordinator, Senior.
- The Graduate Assistant position includes a stipend of \$16,000 for the 2023-2024 academic year.
- Start date is August 22, 2023.

Qualifications

- Enrolled as a full-time degree seeking graduate student at Northern Arizona University. Preference will be given to students in the College of Education.
- Possess an interest in and/or have familiarity with student development theory.
- Possess excellent written, verbal, and organizational skills.
- Be a self-motivated team player.
- Be committed to students and their success.
- Be in good academic, financial, and disciplinary standing with the university throughout the period of employment.

Application Materials

Applications will include a letter of interest and a current resume or CV.

Application due by midnight April 1, 2023.

Contact Information

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