

**Graduate Assistant Position Description**  
2025 – 2026 Academic Year  
Office of Student Rights and Responsibilities

The Office of Student Rights and Responsibilities facilitates a student-centered resolution process for violations of the Student Code of Conduct and other university policies. In our process, students learn about decision-making, responsibility, impact, and wellness. Our team upholds the standards of conduct for the university community, supports students who may need assistance via the conduct process, supports faculty and staff who may need assistance addressing student behavior, and provides educational opportunities for students who may have violated university policies.

**Position Description**

- Serve as a member of the Student Rights and Responsibilities team.
- Assist in the adjudication of student conduct issues, with an emphasis on student development, utilizing the NAU Student Code of Conduct Procedures.
- Process and maintain private student records in compliance with the Family Educational Rights and Privacy Act (FERPA).
- Ensure compliance with campus procedure through accurate and detailed documentation in Maxient.
- Monitor cases for compliance with assigned administrative actions and educational interventions.
- Complete student records/background checks.
- Advise students and parents regarding policies and institutional practices pertaining to student conduct.
- Assist students on a drop-in basis regarding a variety of student issues/needs, including crisis/personal issues they may be experiencing.
- Assist other conduct staff members with note taking, case organization, and other administrative tasks, as needed.
- Assist in the coordination of various assessment projects throughout the year.
- Participate in professional development opportunities through Northern Arizona University.
- Collaborate with campus and community partners including the Equity and Access Office, Campus Living, NAU Police, the Office for the Resolution of Sexual Misconduct (ORSM), and others.
- Represent the office at various programs including University Expos and Discover NAU/NAU Said Yes.
- Assist in the planning and coordination of special events including Family Weekend, Homecoming, Lumberjack Welcome, and student recognition programs (as requested).
- Coordinate and assist with other programs and responsibilities as needed.

**Minimum Qualifications**

- Completion of a bachelor's degree before position start date.
- Enrolled as a full-time, degree-seeking graduate student at Northern Arizona University.
  - Preference will be given to students in the Educational Psychology graduate programs and the Master of Social Work program. Secondary preference given to graduate students in the College of Education.
- Excellent written, verbal, and organizational skills.

## Student Rights and Responsibilities

- Be in good academic, financial, and disciplinary standing with the university throughout your period of employment.
- Ability to work with students from diverse backgrounds and who hold diverse identities.
- A successful candidate must be interested in holding accountability conversations with students. The assistantship will provide education and training in actively holding these conversations.

### Preferred Qualifications

- Experience working with college students with a focus on their learning and development.
- Experience in legal, judicial, or disciplinary environments or systems.
- Applied conflict resolution and de-escalation skills.
- Knowledge of substance use intervention techniques and philosophies.

### Enrollment

Employment is contingent upon admission to the NAU Graduate College AND acceptance into a graduate program at NAU. Preference will be given to students in the Educational Psychology graduate programs and the Master of Social Work program. Secondary preference given to graduate students in the College of Education.

According to the Graduate College: "To be awarded a graduate assistantship, students must be full-time, graduate degree-seeking students, with a GPA of 3.0 or higher. Students that are conditionally admitted to a graduate program due to a GPA below 3.0 upon admission are not eligible to receive a graduate assistantship."

The Graduate Assistant must remain in good academic standing with NAU throughout their employment, which includes the following:

- Maintaining a minimum semester and cumulative GPA of 3.00 for all courses taken.
- No more than six (6) units of "C" course grades.
- No course grades of "D" or "F".
- Maintaining and completing of a minimum of nine (9) credit hours per academic semester(s) (Fall and Spring) which qualifies as a full-time graduate student.
- Remain in good standing with the university.

### Period of Employment

- Graduate Assistants work 20 hours per week during their contract period.
- It is encouraged that Graduate Assistant candidates view the assistantship as a two (2) year commitment (2025-2026 & 2026-2027 academic years). Graduate Assistant contracts are renewed on a yearly basis. The second year of employment is contingent on a review of the candidate's work in the first year.
- Employment begins approximately one (1) week prior to the start of the Fall 2024 semester and runs through the end of the Spring 2025 Semester of the same academic year.
  - There may be an opportunity to start work on or around July 14th, contingent on departmental funding and applicant availability (not guaranteed).
- Graduate Assistants are released for the semester at 5:00 PM the Friday of finals week in December and at 5:00 PM the Friday of finals week in May.
- Graduate Assistants are expected to return to work in January by the Monday before the start of classes.

## Student Rights and Responsibilities

- Graduate Assistants are off contract during specific dates for university closures such as Labor Day, Veterans Day, November Holiday, Winter Break, Martin Luther King Jr. Day, and Spring Break.
- Graduate Assistants may not accept other on-campus employment during the contracted period without the prior written approval of the Office of Student Rights and Responsibilities AND the Graduate College.
- **The closing date for this position is February 14, 2024.** Employment offers will be made between March and early April.
  - In accordance with the National Council of Graduate Schools resolution, candidates have until April 15, 2024 to accept or decline their offer. After April 15, the department may rescind an offer of employment if the candidate has not responded.

### Remuneration

- \$16,000 for 20 hours/week for the academic year.
- 100% Tuition waiver.
- Student health insurance plan subsidy.
- Student fees and parking permits are **not** included.

*All employment offers are contingent upon a criminal background investigation, employment history verification, and a fingerprint check.*

### Application

All applications **MUST** submit their materials via the [Qualtrics Application](#). You may view a [PDF copy of the application here](#).

[https://qualtrics.nau.edu/jfe/form/SV\\_8I9naN8DGOvZoOO](https://qualtrics.nau.edu/jfe/form/SV_8I9naN8DGOvZoOO)

Please note that incomplete applications will not be given consideration. If you have questions or need further information, please contact:

Rya Mejia (She/Her/Hers)  
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### Equal Employment Opportunity

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples. EEO Law Poster NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.