The Graduate Assistant for Student Conduct is responsible for the co-supervision of the Student Conduct office, administration of the Student Conduct Process, and assisting in the organization and management of Residential Life processes. This position is supervised by the Assistant Director for Conduct, Advocacy & Policy.

**Conditions of Employment**
- Complete 20 hours of work per week.
- The term of appointment is for the 2018-2019 academic year and is a ten-month position.
- Appointment is based on performance and is renewable upon re-application, evaluation, and consent of the Assistant Director.
- Employment is scheduled from July 31, 2018 at an hourly rate of pay. Assistantships begin August 1, 2018 through May 1, 2019. Should a GA leave before May 31, 2019 the stipend will be pro-rated to reflect the actual date of departure.
- Maintain a minimum cumulative and semester GPA of 3.0.
- Maintain full-time enrollment in graduate school.
- GAs must seek Assistant Director approval to participate in academic-related programs (internship, practicum, etc.).
- Outside employment must be approved by the supervising Assistant Director. Approval will be based on position and academic performance; outside employment cannot interfere with GA responsibilities.

**Qualifications**
- Bachelor’s degree required.
- Full time enrollment in a graduate degree program. Preference will be given to applicants pursuing a degree in Counseling, Higher Education or related programs.
- Possess excellent communication, organizational, administrative, and interpersonal skills.
- Candidate must be flexible, possess the ability to adhere to strict deadlines, and be self-motivated.

**Student Conduct Responsibilities (50%)**
- Support the Assistant Director with the management of the Student Conduct Process.
- Conduct administrative hearings with students in accordance with the *LSU Code of Student Conduct*.
- Assist with the development, implementation, and tracking of education Outcomes.
- Maintain Student Conduct records and database in conjunction with Student Conduct Office staff.

**Administrative (35%)**
- Assist the Assistant Director in efficient and timely completion of administrative duties.
- Develop and implement processes for overdue Outcomes and meeting notifications for students.
- Serve as the primary contact in the absence of the Assistant Director.
- Serve on departmental committees and special projects as needed.

**Policy Responsibilities (10%)**
- Assist in the annual revising and publishing of the *Living on Campus Handbook*.
- Assist in the revision and updating of the Departmental Staff Handbook.
- Enforce University and Departmental policies, including the *Code of Student Conduct* and Residential Life policies as stated in the *Living on Campus Handbook*. 
**Other Duties (5%)**
- Opportunity to instruct/teach courses when available.
- Participate in departmental responsibilities including Move in Day, Spring Invitational, and other days as needed.
- Serve as a role model for all students at Louisiana State University.
- Other duties as assigned.

**Remuneration**
- Maximum annual stipend of $12,000.
- Partial Meal Plan.
- Professional development funds, when available.
- Tuition support in accordance with the LSU Graduate School policies.

**EEO Statement:** The LSU System is an equal opportunity/equal access employer.

**American’s with Disabilities:** The LSU System is in compliance with the Americans with Disabilities Act (ADA).