

Graduate Assistant for Judicial Affairs

Department: Office of Student Judicial Affairs

Campus: Deland, FL

Job Description:

Under the guidance of the Director of Student Judicial Affairs, the Graduate Assistant will support in the administration of the non-academic judicial system. The Office of Student Judicial Affairs is responsible for reviewing incident reports and formal complaints, conducting preliminary investigations, determining responsibility, conducting formal hearings and issuing developmentally appropriate sanctions. This individual will provide the department with direct support for all non-academic disciplinary matters occurring within the residence communities.

Compensation:

This position has no tuition benefit. This is a paid hourly position for 20 hours per week.

Responsibilities:

- Provide counseling for students, particularly resident students, related to disciplinary issues; refer students to and interface with University departments for resolution of problems or complaints.
- Respond to requests and questions and provide information on programs, activities and policies for students, parents, University representatives and others as requested and appropriate. Coordinate the University's parental notification program for students who have been found in violation of the University's policies regarding alcohol and other drugs.
- Assist with the research, design, and implementation of training sessions and presentations for relevant University constituencies; prepare reports and analyses setting forth progress, adverse trends, and appropriate recommendations or conclusions for senior University officials.
- Manage, input, and compile judicial statistics via incident tracking system; conduct a monthly review of all resident students with multiple violations to evaluate continued good judicial standing, and make developmental referrals when appropriate.
- Assists with other Student Judicial Affairs activities as assigned.

Submitting for this Position:

Please send a cover letter and a resume to judicial@stetson.edu and reference:

Judicial Affairs Graduate Assistant in the subject line.

Note: The position will be opened until filled.