

# STUDENT POSITION DESCRIPTION

## GRADUATE ASSISTANT

### (2 OPENINGS)

Hiring Department: Student Judicial Services

Supervisor: TBD

**Application Deadline: As Advertised**

Hours per week: 20 (Monday – Friday between the hours of 8:30am and 5:00pm, with some prescheduled evening and weekend hours )

Length of appointment: Ten to twelve-month position, with starting dates from mid-August to early September continuing through May with possibility of extending for two school years

### POSITION OVERVIEW

Student Judicial Services (SJS) promotes academic integrity and other appropriate standards of conduct for students and the university community. This position is designed to give graduate students an opportunity to investigate alleged violations of University regulations, interpret and implement *Institutional Rules* as they relate to alleged individual student misconduct as well as student organization discipline.

- Salary of \$1,100 per month.
- Qualification for in-state tuition rates.
- Comprehensive insurance benefits package.
- Eligibility for “A” parking permit or parking garage permit (if available).
- Hands-on experience working in student affairs and gaining experience that will translate in the individual’s search for full-time employment in a higher education setting.

### STUDENT LEARNING ASSOCIATED WITH THIS POSITON

1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.
3. **Personal and Professional Competence** – Learn to communicate effectively, pursue goals and maintain well-being.
4. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions.
5. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

### QUALIFICATIONS

- Must be a currently enrolled graduate student (taking at least 9 hours). Preference given to students enrolled in Masters and Ph.D. programs in the College of Education (preferably Higher Education Administration), or in the School of Law.
- Experience in working with college-level students. Preference given to students who have experience related to student discipline and/or who have knowledge of a student conduct system.
- Excellent written and oral communication skills.
- Proven organizational skills.
- Ability to utilize concepts of student development in program planning, counseling, and administrative duties.
- Experience working with diverse student populations.
- Desire to work with college-level students.
- Experience with Macintosh computer hardware and software or the ability to learn applications quickly.
- Other experience/skills as relevant to specific position responsibilities.

## DUTIES AND RESPONSIBILITIES

- Adjudicate allegations of student misconduct with an emphasis on the student's ethical development.
- Assist with the administration of a complex student organization discipline process to resolve alleged policy violations by student organizations.
- Assist with unit and campus-wide functions, including rally duty and football duty.
- Assist in special projects, as requested, for the Division of Student Affairs and the Office of the Dean of Students.
- Assist with unit assessment activities.
- Participate in professional development opportunities.

## HIRING PROCESS

- **If you are a potential graduate/doctoral student in higher education, please participate in the graduate assistant selection process organized by the College of Education.**

All other candidates please submit résumé and cover letter to:

Cheryl D. Pyle  
Administrative Services Officer  
The University of Texas at Austin Office of the Dean of Students  
University Station, A5800 Austin, Texas 78712

Or via e-mail to:  
[pyle@austin.utexas.edu](mailto:pyle@austin.utexas.edu)