Office of Student Rights and Responsibilities Graduate Assistant

PROGRAM OVERVIEW
The Office of Student Rights and Responsibilities (OSRR) is part of the Office of the Dean of Students. OSRR works to promote personal and academic integrity and a safe learning environment. It facilitates ethical decision-making and empowers students to become responsible citizens. OSRR resolves conflicts involving students accused of violating the Student Code of Conduct. Students begin the resolution process by meeting with the Director of OSRR and/or staff.

THE UNIVERSITY
East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of just over 29,000 students, making it North Carolina’s fourth largest institution of higher learning. The main campus is adjacent to uptown Greenville, NC, a city of over 62,000 people. Greenville is the hub of the eastern North Carolina coastal plains and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, within easy driving distance of coastal resorts.

REQUIREMENTS FOR CANDIDACY
Must be a graduate student enrolled at East Carolina University with a minimum 3.0 GPA. May be from any discipline, but most relevant majors are Criminal Justice, Social Work, Marriage and Family Counseling, and Psychology. Must possess excellent interpersonal skills, analytical abilities, and ability to communicate effectively orally and in writing. Applicants should be aware that the subject matter is case sensitive and confidential. Applicants must have a clean judicial and criminal record, be free from illegal drug use, and be a mature and responsible person. This position often requires the ability to work independently.

SCOPE OF POSITION
The Graduate Assistant for the Student Rights and Responsibilities Office is a nine-month appointment with the possibility to continue the assistantship at the conclusion of the contract. This position requires 20 office hours per week commitment, with the exact schedule to be determined upon hiring. The Graduate Assistant will report directly to the Director of Student Rights and Responsibilities.

As a result of this Graduate Assistant position, students will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

• **Leadership:** Addresses the knowledge, skills and attitudes required of a leader, whether it be a positional leader or a member of the staff, in both an individual capacity and within a process of how individuals work together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.

• **Personal Foundations:** Involves the knowledge, skills and attitudes needed to maintain emotional, physical, social, environmental, relational, spiritual, and intellectual wellness; be self-directed and self-reflective; maintain excellence and integrity in work; be comfortable with ambiguity; be aware of one’s own areas of strength and growth; have a passion for work; and remain curious.

• **Law, Policy and Governance:** attitudes relating to policy development processes used in various contexts, the application of legal constructs, and the understanding of governance structures and their effect on one’s professional practice.

RESPONSIBILITIES
The Graduate Assistant will be involved in reviewing case files and materials, assisting in the analysis and reporting of case materials, meeting and interviewing students involved in violations, and conducting investigations relating to open and unresolved issues. The Graduate Assistant will work with OSRR staff to support a newly implemented program that serves as
a deferred suspension for students facing temporary removal from the university. The Graduate Assistant may also participate in OSRR related seminars, observe case consultations, and occasionally perform clerical tasks and special projects. This is a 20 hour per week position.

PRIORITY DEADLINE
To receive consideration, applicants must submit an application no later than April 15, 2018.
* Filling of this position is contingent upon the availability of funds *

GA EMPLOYMENT DETAILS
• Dates of Employment: August 31, 2018 – December 19, 2018 and January 6, 2019 - May 8, 2019
• Compensation: $12.00 per hour (maximum 20 hours per week)
• Out-Of-State Waiver: Not applicable for this position
• Tuition/Room/Board: Not included in this position

APPLICATION PROCESS
Apply for this position by submitting a cover letter, updated resume, and a list of three references including name, phone number and email address to OSRR@ecu.edu. For additional information about this specific Graduate Assistantship, contact Tamika Wordlow at (252) 328-6824 or wordlowt@ecu.edu.