The items below describe the duties that are required as part of this assistantship.

Responsibilities include, but are not limited to:

**General responsibilities:**
- Be an active member of the Residential Life staff and participate in discussions and workshops offered.
- Learn and understand the philosophies, practices, and processes of the University’s student conduct system as well as other institutions’ systems.
- Learn and understand the philosophies, practices, and processes of the University’s Housing Contract.
- Have an active role in training our Resident Assistants on duty protocol, crisis response, incident reports writing, and managing the Maxient database system.
- Assist and play an active role in training the department of Residential Life, which includes newly hired Residence Hall Directors, Returning Residence Hall Directors, and Assistant Residence Hall Directors.
- Assist in the management of Fire, Health, and Safety Inspections, which includes training staff, distribution of letters, case management, and sanction compliance.
- Review the RLM Sanction booklet for Residential Life and assist in sanction development.
- Review Residential Life’s management of Quiet Hour and develop a sanction that aligns with our RLM process.
- Keep track of our bias related incidents and make note of any trends.
- Attend and participate in training for student conduct officers.
- Serve as a student conduct officer adjudicating cases in an administrative conference setting and serve as a complainant in hearings; opportunity to serve as an administrative hearing officer may be available.
- Meet with students informally to discuss expectations, *The Student Code*, Housing Contract or to help students with a particular issue.
- Attend and participate in Residential Life staff meetings.
- Develop and implement special projects which includes, but is not limited to, initiatives to address current trends and issues, examination of current practices and effectiveness, creation of programs to increase students’ success, or addressing an issue of particular interest to the Graduate Assistant.
- Perform all necessary administrative work related to assigned cases which includes sanction compliance.
- Educate students about community standards, *The Student Code and Housing Contract*.
- Other duties as assigned by the Associate Director of Student Welfare for Residential Life.