Dean of Students
Graduate Assistant for
Student Accountability (2 Anticipated Positions)

About the Dean of Students Office
We empower global citizens who are ready to make a positive impact in the world. We set the standard for a dynamic campus community by creating a caring and inclusive learning environment and providing programs, services and resources that challenge and support the students, parents/families, staff, and faculty of The University of Arizona.

Position Summary: The Graduate Assistant will investigate, hear, and make decisions of alleged violations of the Student Code of Conduct, including the assignment of developmentally appropriate sanctions. The GA will meet with students to empower their taking a proactive role in exploring their own resolutions to be successful both inside and outside the classroom. The GA will provide educational programming by teaching the Personal Responsibility workshop. The GA will also participate in research and benchmarking activities.

Reports to: Senior Coordinator for Student Accountability

Duties and Responsibilities:

• Serve as a hearing officer for allegations of violations of the Arizona Board of Regents’ Student Code of Conduct
• Advise students of the University of Arizona Diversion Program, and Pima County Diversion
• Determine educational sanctions which will give students the tools to make better choices and avoid future violations
• Coordinate, teach, and evaluate the Personal Responsibility workshop under the supervision of the Senior Coordinators. This PR workshop addresses issues such as decision making, behavioral changes, and other pressures facing college students
• Meet with students individually to address personal issues such as homesickness, hospitalization (including notification of professors), and mental health issues
• Use the Advocate database system to track, manage, and update information related to Student Code of Conduct, Assistance, and UA Diversion program
• Handle confidential, sensitive, and complex situations in a professional manner which balances the safety of the campus community with students’ individual developmental needs.
• Provide information about relevant university policies and procedures to students, faculty, staff, parents and other community members
• Document investigations and interactions with students accurately
• Facilitate investigations and hearings in a way that is respectful to students and allows students’ perspectives to be heard and acknowledged
• Develop educational sanctions appropriate for individual developmental needs and circumstances, while providing overall consistency to the student body as a whole
• Assist in the development of data-driven reports and case management tracking systems
• Conduct research and benchmarking activities
• Attend staff meetings (Weekly Accountability/Behavioral Intervention Team meetings, occasional DOS All-Staff Meetings, etc.)
• Support front desk staff through triage hours to help manage student, parent, staff, and faculty concerns

Minimum Qualifications:

• An earned Bachelor’s degree.
• Must be admitted and enrolled in a graduate program at The University of Arizona;
• Enrolled for a minimum of 6 units of graduate credit while classes are in session (audit courses are not included (academic units may require additional enrollment),
• Maintain a 3.00 cumulative GPA for all UA graduate credit courses.
• Previous experience working with students in an educational setting
• Strong organizational skills, time management and the ability to work independently.
• Complete other projects as assigned

Position Type: Academic

Salary Level Compensation: Academic year appointment of $32,000 (prorated at .50 FTE for an actual salary of $16,000). Wages are paid through the University of Arizona payroll system which generates a paycheck every two weeks. This position includes regular evening and weekend commitments and the option for summer employment.

Benefits of Appointment can be found at https://grad.arizona.edu/funding/ga/benefitsappointment. We also offer $500.00 in Professional Development funding.

• Tuition Remission (amount dependent on FTE and enrollment)
• Individual Student Health Insurance
• Professional Development Funds
• Bookstore Discount (on select items)
• Family and Medical Leave
• GA Parental Leave
• Deferment Plan

Anticipated Start Date: August 17, 2020-May 23, 2021

Duration: 2020-2021 Academic Year
Approximate Hours: 20 per week

Submit cover letter and résumé to:
Veda Kowalski, Assistant Dean of Students.
Email veda@arizona.edu.
Phone 520-621-7057.