

GRADUATE ASSISTANT POSITION
Division of Student Affairs
Office of Judicial Affairs

Job Description

The Office of Judicial Affairs is seeking applications for **one** graduate assistant position.

This position will provide the chosen candidate with an exposure to relevant case law; a comprehensive understanding of student conduct and student development; an insight into policy development and interpretation; and familiarity with the adjudication of policy violation.

Job responsibilities shall include:

- Have a working knowledge of The Code of Conduct to be able to interpret the intent, recognize violations and apply sanctions for reported violations
- Meet with and mentor students referred to the Office of Judicial Affairs
- Manage discipline cases, including assigning and monitoring disciplinary sanctions
- Assist in the training of the Student Judiciary and other peer education programs
- Assist in development and delivery of educational programs and office marketing materials
- Create and implement a project related to both the Graduate Assistantship and the college Student Affairs Masters Program
- Assist in the daily operation of the office of Judicial Affairs as needed
- Other duties as assigned

Qualifications

Candidate must be a graduate student in good standing, either at masters or doctoral level. Person applying for this position should be seriously considering a career working in this field after completion of your course of study. Strong interpersonal, problem solving, and oral and written communications skills required. Ability to work as a team member while at the same time being able to function independently.

Terms of Appointment

Graduate Assistantship is a Grade 9, half-time, 20-hour per week appointment for a period of 10 months running August 2005 through May 2006. Some evening hours are involved.

Compensation

In accordance with Graduate School and Student Affairs guidelines. Tuition remission included. In addition, the Judicial Affairs Graduate Assistant will be afforded the opportunity to participate in professional development programs which may include:

- Student Affairs Staff Development Days and other Student Affairs training sessions
- Attend regional Association of Student Judicial Affairs (ASJA) drive-in workshops or conferences

- Courses/seminars/workshops offered through Penn State's Human Resource Development Center (HRDC)
- Other professional development experiences as agreed upon by the Graduate Assistant and supervisor

To Apply

Please send cover letter, current resume, and the names and telephone numbers of three references to:

The Office of Judicial Affairs
Mr. Joseph M. Puzycki, Director
135 Boucke Building
University Park, PA 16802
Email: jqp1@sa.psu.edu
Fax: 814-863-0299
www.sa.psu.edu/ja

Applications will be accepted until **March 18, 2005**.