



**Graduate Assistant**  
**Student Engagement & Enrollment Services**  
**Office of Student Conduct & Academic Integrity (OSCAI)**

**Job Summary:** The Graduate Assistant for OSCAI will provide support and leadership for the student conduct process at Old Dominion University. The Graduate Assistant (GA) will serve as a Conduct Officer and develop initiatives and programs to help educate students about responsible citizenship in the Monarch community. All OSCAI staff are expected to answer phones, email, and address walk-in concerns. Night and weekend event attendance will be required.

**Office Website:** <https://www.odu.edu/oscai>

**Contact:** [oscai@odu.edu](mailto:oscai@odu.edu)

**Duties & Responsibilities:**

- Educate the campus community about the Code of Student Conduct.
- Facilitating Conduct Conferences and possibly Hearings on behalf of OSCAI.
- Assist in the creation and evaluation of training for Housing & Residence Life.
- Assist in assessment tracking, including administering a national survey and tracking regular feedback for outreach.
- Suggest changes to the website and other publications.
- Propose creative sanctions to meet student and institutional needs.
- Special projects pursuant to Graduate Assistant's interests and/or departmental needs.
- Attend trainings or webinars related to student conduct administration.
- Represent department at Divisional and/or University committees, meetings and/or functions.

**Required Skills:**

- Regular or provisional admission in a graduate degree program (higher education program preferred) at ODU with good academic standing.
- Maintain a full course of study during the term of their appointment.
- Experience facilitating difficult conversations, creative problem solving and conflict resolution skills, progressive responsibility in a previous position, and demonstrated familiarity with legal issues in higher education.
- Commitment to student success, learning, and the development of multicultural competencies.
- Ability to handle and protect confidential data with integrity.
- Ability to exercise sound judgment.
- Effective oral and written skills.
- Computer proficiency.
- Attention to detail.

**Employment Schedule/Hours:** The GA position requires 20 hours per week, including some evenings and weekend programs.



**Academic Qualifications & Preferred Majors:** Regular admission in a graduate degree program at ODU with good academic standing, maintenance of a full course load of student enrollment during the term of their appointment, and a 3.0 or higher GPA is required. Dropping below the required GPA or reducing one's course load below full-time can be grounds for dismissal. Preferred majors include Human Services, Counseling, Higher Education, Sociology, Educational Leadership, or a related field.

**Knowledge and Skills Derived from Experience:**

- Hearing Cases
- Professional Writing
- Critical Thinking

**Compensation:** \$7,500 per semester and professional development funding. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

**Length of Assistantship:** 9 months

