



Graduate Assistant
Student Enrollment, Engagement and Services
Office of Student Accountability & Academic Integrity (OSAAI)

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

Office Website: <https://www.odu.edu/OSCAI>

Contact: OSAAI@odu.edu or 757.683-3431

Duties & Responsibilities:

- Participate in and lead training sessions and webinars on student conduct administration to enhance personal and professional growth. (Career & Self-Development)
- Work with supervisor to create professional development plan aligning with personal strengths and professional goals. (Career & Self-Development)
- Educate the campus community about the Code of Student Conduct through presentations, workshops, and written materials. (Communication)
- Effectively facilitate Student Accountability Meetings (SAMs), Academic Integrity Meetings (AIMs), Academic Integrity Voluntary Resolution (AIVR) meetings and possibly University Accountability Board (UAB) meetings ensuring clarity and professionalism in both oral and written communication. (Communication)
- Assess and evaluate training programs for Housing & Residence Life to ensure effectiveness and relevance. (Critical Thinking)
- Administer and analyze data from pre/post SAM surveys, Maxient analytics, and regular feedback mechanisms to improve outreach and assessment initiatives. (Critical Thinking)
- Propose creative pathway projects tailored to meet student and institutional needs, in alignment with the department mission and student success. (Critical Thinking)
- Demonstrate commitment to student success and the development of multicultural competencies in all responsibilities. (Equity & Inclusion)
- Engage with diverse populations to foster an inclusive community within the university. (Equity & Inclusion)
- Represent the department at Divisional and University committees, meetings, and functions, acting as a role model for responsible citizenship. (Leadership)
- Lead special projects aligned with departmental needs and the Graduate Assistant's interests. (Leadership)
- Handle confidential data with integrity and ensure compliance with legal and ethical standards in higher education. (Professionalism)
- Exhibit sound judgment and attention to detail in all aspects of the role. (Professionalism)



- Collaborate with other departments and staff members to develop and deliver initiatives that support the student conduct process. (Teamwork)
- Contribute to the department's goals by supporting colleagues and participating in team-driven projects. (Teamwork)
- Utilize digital tools and office database (Maxient) to help manage cases, communication, and review data. (Technology)
- Maintain computer proficiency to track assessments, manage communications, and support departmental initiatives. (Technology)

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:

Knowledge and Skills Derived from Experience:

- Case Management
- Conflict Resolution
- Policy Implementation & Enforcement
- Time Management & Organization

Compensation: \$15,000 stipend will be paid over fall (\$7,500), spring (\$7,500). If extended, \$3,500 will be paid over the summer semester. Out-of-state students will receive a tuition waiver equivalent to in-state tuition.

Length of Assistantship: August 10 to May 9 (10 months).



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