

RESIDENTIAL JUDICIAL GRADUATE STAFF POSITION POSITION DESCRIPTION

The Residential Judicial Graduate staff position within the Department of Housing and Residence Education is a half-time position intended for a graduate student. This position reports directly to the Coordinator of Residential Judicial Programs (CRJP). It is the primary responsibility of the judicial graduate staff member to work with various aspects of the judicial program within Residence Life and Education.

Description of Duties specific to this position:

1. They will work to gain a full working knowledge of all residential judicial operations.
2. They will gain a high level of skill in using the judicial database.
3. They will arrange for and conduct fire safety seminars.
4. They will assist the CRJP in staff training of the judicial process. This may require work during evenings, weekend and holidays.
5. They will complete research and assist with various publications when assigned.
6. They will attend RLE Office Staff meetings when appropriate and possible.
7. They will provide RLE Office Coverage as needed and as time permits assist with other RLE projects. They will provide their academic schedule to the Assistant Director of Housing for Residence Education (in the RLE Office) for the purposes of scheduling work hours and office coverage.
8. They will perform all other additional duties as assigned.

Administrative Responsibilities:

1. They will issue charging reports to area staff submitting judicial incident reports.
2. They will handle DHNet cases when assigned.
3. They will assist the CRJP with various aspects of managing any "adjunct" judicial process.
4. They will act as a "special courier" for important and/or sensitive deliveries around campus.

Qualifications:

The abilities and qualities essential to this position are:

1. Must be enrolled as a full-time graduate student as defined by the University or specific college at the time of actual employment. If they plan to carry more than 12 hours he/she must have prior written approval of the CRJP.
2. Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Students need an overall GPA of 3.00, and graduate students also need a 3.00 GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not have a graduate position.
3. Be able to work effectively with the University population (staff, students, parents, etc.).
4. Demonstrate a sense of job responsibility and maturity.
5. Show evidence of leadership skills.
6. Show evidence of good time management skills.
7. Preference is given to candidates who have residence hall supervisory experience and/or who are majoring in student personnel, counseling, guidance, or administration in higher education.

Contract:

The position is a 20 hour per week appointment with a beginning salary of \$3,942.00 each semester over 9 pay periods (fall and spring only). In addition to salary, a \$300.00 per semester (fall and spring only) declining balance meal plan is provided. An on-campus apartment, fully furnished with all utilities, is provided. Remuneration does not include tuition. Out-of-state tuition waivers are sometimes available, but are NOT guaranteed (see enclosed information sheet).

* Salary based on 2009-2010 amounts