



Residential Life Graduate Assistant – Student Welfare (12/06/24)

The items below describe the duties that are required as part of this assistantship

Responsibilities include, but are not limited to:

General responsibilities:

- Be an active member of the Residential Life/Student Welfare staff and participate in discussions and workshops offered
- Learn and understand the philosophies, practices, and processes of the University's student conduct system as well as other institutions' systems, specifically UConn's *The Student Code*
- Learn and understand the philosophies, practices, and processes of the University's Housing Contract
- Attend and participate in training for student conduct officers
- Attend and participate in Student Welfare staff meetings
- Serve as a student conduct officer adjudicating cases in an Administrative Conference setting
- Perform all necessary administrative work related to assigned cases which includes sanction compliance
- Meet with students informally to discuss expectations, *The Student Code*, Housing Contract or to help students with a particular issue
- Educate students about community standards, *The Student Code and Housing Contract*
- Have an active role in training our Resident Assistants on duty protocol, crisis response, incident reports writing, and managing the Maxient database system
- Assist and play an active role in training the department of Residential Life, which includes newly hired Residence Hall Directors, Returning Residence Hall Directors, and Assistant Directors
- Assist in the management of Fire, Health, and Safety Inspections, which includes training staff, distribution of letters, case management, and sanction compliance
- Review the RLM Sanction booklet for Residential Life and assist in sanction development
- Review Residential Life's management of Quiet Hour and develop a sanction that aligns with our RLM process
- Develop and implement special projects which includes, but is not limited to, initiatives to address current trends and issues, examination of current practices and effectiveness, creation of programs to increase students' success, or addressing an issue of particular interest to the Graduate Assistant
- Other opportunities for involvement may include serving as a hearing officer for cases that go through our Administrative Hearing process, assist in large case investigations, assist with student organization investigations, shadow on call staff, observe staff meetings in the residence halls, etc.

- Other duties as assigned by the Assistant Director of Student Welfare for Residential Life