General Description: The Graduate Student for Community Standards is a part of the LBJ Student Center – Student Involvement Office. As a part of the Division of Student Affairs, the LBJ Student Center provides programs and services to Texas State and this position will serve as a member of the organization conduct investigation and case management team. The Graduate Assistant will assist with case administration through the Maxient student organization conduct system, meet with organizations to adjudicate minor organization conduct mediations, and provide training and presentations for student organizations and departments. This GA position will report to the Assistant Director for Community Standards.

Job Duties:
- Support the Assistant Director for Community Standards with the management of the organization conduct process
- Investigation and adjudicate minor mediations and/or organization conduct investigations, as assigned
- Assist with case management of organization conduct allegations, investigations, and sanctions via Maxient, the student organization conduct system
- Develop and implement processes for managing sanction completion by student organizations
- Develop and provide training for student organizations and departments regarding policies and procedures
- Develop and provide presentations for student organizations found in violation of policies and procedures
- Assist with training student judicial boards on organization conduct process; track referrals to student judicial boards
- Serve on at least one Student Involvement sub-committee per semester (i.e. Bobcat Trail Planning Committee, Marketing Committee, Professional Development components, etc.).
- Provide support for general office operations and programs hosted by Student Involvement @ LBJSC and the LBJ Student Center
- Complete other duties as assigned

Required Qualifications:
- A Bachelor’s degree from an accredited institution of higher education before start date
- Enrollment in a graduate degree program at Texas State University, preference will be given to students enrolled in the Student Affairs in Higher Education program
- Enrollment in nine graduate hours each long semester and maintenance of a 3.0 GPA
- Conditional acceptance into the Graduate College at Texas State University is permissible.
- Willingness to work with diverse populations, faculty, staff, and students
- Demonstrated excellent written, oral, and interpersonal communication skills
- Ability to work collaboratively with a team of professionals
- Strong organizational skills
- Ability to work independently and take initiative
- Ability to maintain an appropriate degree of confidentiality
- Possess basic computer skills
Preferred Qualifications:
- Experience as an executive board officer or traveling consultant for a Greek-Letter organization
- Experience with providing training and development components

Terms of Employment:
- Start date: June 1
- Average of 20 hours worked per week (unless otherwise approved by department director)
- 12-month appointment with opportunity to renew for a second year. Appointment ending in May of second year (unless discussed with supervisor)
- Available to work evenings and weekends
- Programs may require travel to Texas State University Round Rock campus
- No paid vacation, sick leave, or university-observed holidays
- Position may also require driving the University van and golf cart

Salary
- Monthly stipend received at the beginning of each month
  - Average of $1,317/monthly (first year of employment)
  - Average of $1,377/monthly (second year of employment)

Benefits
- Department-funded professional development funds for conferences and travel
  - $400 first year of employment
  - $500 second year of employment
- Access to workshops provided by Organizational Development and Communications Office
- Access to Bobcat Balance Program & Wellness Program
- Out of State Tuition Waiver for qualifying Out of State/International students
- Insurance options provided by the student insurance plans

Hiring Process
- Candidates must interview with position supervisor

Mission of Student Involvement @ LBJSC
Student Involvement is committed to enriching Bobcats through service, student organizations and activities. We encourage you to get involved. A sense of belonging, a community, an experience.

Hiring Office Contact Information
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