Position Description

Working Title: Graduate Assistant  
Last Updated: January 2022

Home Department: Office of Student Accountability, Community Standards, & Academic Integrity

Dean of Students

Position Summary:
The Graduate Assistant is part of the Office of Student Accountability, Community Standards, and Academic Integrity in the Dean of Students division at Vanderbilt University. The Graduate Assistant serves as one of the primary investigators for cases submitted to the Undergraduate Honor Council. The Undergraduate Honor Council is a student-run organization and serves two simultaneous aims: to enforce and protect the Honor Code and to inform members of the Vanderbilt community about the Honor System. The Graduate Assistant also works closely with the Executive Board officers of the Undergraduate Honor Council. Additionally, the Graduate Assistant investigates, hears, and rules upon alleged violations of University policy as outlined in the University’s accountability procedures.

Time Commitment:
The position will begin in August 2022 and last for 9 months. Continuation of the assistantship will depend upon satisfactory performance of your assigned duties and progress toward your degree. You will be expected to work 20 hours per week excluding university breaks. This may include some evening and weekend hours.

About the Work Unit:
The Office of Student Accountability, Community Standards, & Academic Integrity promotes good citizenship within the Vanderbilt University community by educating students to respect themselves and others, to act responsibly, and to expect to be held accountable for their actions. The student accountability and honor systems address student violations of University policy through fair, consistent, and confidential procedures. Members of the Office of Student Accountability assist in the management of the administrative processes for cases involving alleged violations of University policy and the Honor Code in a manner that ensures the integrity of those processes as well as adherence to the office’s and the Honor System’s missions and policies.

About the Office of the Dean of Students
The Office of the Dean of Students serves a central role in student learning and development at Vanderbilt, advancing the University’s mission of teaching, research, and service by fostering academic and social networks through which students develop as intentional learners and global citizens. The Office of the Dean of Students creates opportunities to involve students, faculty and staff in diverse learning communities and provides a critical support structure for enriching the overall student experience. We achieve these ends through strategic alignment, both internally and in concert with other university departments. We care deeply. We educate completely. We lead with excellence. Diversity, equity, inclusion, and mental health are top priorities for the institution and by extension the offices of the Dean.
of Students. Our staff are committed to continued growth in knowledge, awareness, skills, and experience engaging with these priorities in a higher education environment.

**Key Functions and Expected Performance:**

- Serve as one of the primary investigators for alleged violations of the Honor Code involving undergraduate students and complete full investigations under the Undergraduate Honor Council’s governing documents, including notifications, investigative interviews, compilation of evidence, drafting of meeting reports and investigative packets, and participation in hearings.
- Hear, investigate, and rule upon alleged violations of University policy by individual students and impose sanctions in accordance with University policy and office procedures.
- Investigate reports of hazing within student organizations in a timely manner and in collaboration with fellow office members.
- Aid the Director and Assistant Director for Academic Integrity as needed in advising the Undergraduate Honor Council to ensure the organization’s operations are successful.
- Aid the Assistant Director for Academic Integrity to coordinate successful first-year student Honor Code signing ceremonies.
- Participate in division wide events as needed (Move-In Day, Rites of Spring, Diverse ‘Dores Day, MLK Day, etc.) to support colleagues and ensure these events run smoothly.
- Demonstrate a willingness to support colleagues across the division in order to encourage the implementation or fulfillment of divisional goals and strategic priorities; other duties as assigned.

**Supervisory Relationships:**
This position reports administratively and functionally to Director of the Office of Student Accountability, Community Standards, and Academic Integrity.

**Education and Certifications:**
- Full-time enrollment in graduate degree program at Vanderbilt University is required.
- Enrollment in the M.Ed. Higher Administration Education program in the Department of Leadership, Policy, and Organizations at Peabody College is strongly preferred.

**Experience and Skills:**
- Ability to work independently is necessary.
- High level of attention to detail is necessary.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community is preferred.
- Ability to communicate effectively, both orally and in writing is preferred.
- Ability to investigate and analyze information and draw conclusions is preferred.
Job responsibilities listed herein are intended to be a thorough representation of the duties, responsibilities, expectations, and qualifications for this specific role at the time of hire but should not be considered all-encompassing as actual responsibilities may evolve to include additional duties as assigned based on organizational and operational needs.

- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues is preferred.

**Compensation**

**GA:** The compensation for this assistantship includes an annual stipend paid over the 9-month period (33% of Peabody tuition) and a 66% tuition scholarship, (33% paid by the Office of the Dean of Students/Office of the Provost and 33% paid by Peabody College) paid directly to your student account. The tuition benefit is for the total minimum number of hours needed to complete your academic program.

NOTE: It is required that you apply for financial aid and request that any available work-study funding be used towards these positions.