

Marquette University Office of Student Development

Graduate Assistant for Student Conduct

Short Position Summary for Publication

The Graduate Assistant for Student Conduct supports the Office of Student Development in fostering a restorative, educational approach to student accountability. This position assists with student conduct administration, student conduct boards, and the integration of restorative justice and conflict education practices into the conduct system. The GA helps refine and assess the Conflict Education/Conflict Resolution case typing, develops creative and restorative sanctions, and supports the division's efforts to cultivate community-based accountability aligned with Marquette's Catholic, Jesuit mission.

Full Position Description

General Description

The Graduate Assistant for Student Conduct serves in an academic year appointment (approximately 20 hours per week) and reports to the Director of Student Conduct and Assistant Dean of Students. This individual supports ongoing initiatives that advance the mission of the Office of Student Development (OSD) and contributes to shaping a developmental, educational, and restorative approach to student accountability.

In addition to supporting the student conduct process, the Graduate Assistant will help continue the division's work incorporating restorative justice and conflict education practices into case management and community standards. The position will also assist in developing and assessing the Conflict Education / Conflict Resolution case type within Maxient, aligning outcomes with restorative principles, learning outcomes, and institutional values.

As part of a team of student development specialists, the Graduate Assistant may assist in the design and facilitation of prevention programming, leadership development, and first-year experience initiatives. All responsibilities should be carried out in a manner consistent with the Catholic, Jesuit mission of Marquette University and contemporary student development theory.

Specific Responsibilities

Student Conduct Boards

- Advise and support Student Conduct Boards.
- Recruit, train, and mentor student volunteer conduct board chairpersons and members.
- Schedule board hearings and coordinate advisor participation.

- Provide consultation to board members and advisors on process, procedure, and restorative approaches to addressing harm.
- Develop and implement ongoing education and reflection opportunities for conduct board members focused on restorative dialogue, community impact, and ethical decision-making.

Student Conduct Administration

- Serve as a student conduct administrator by scheduling hearings, preparing charge letters, facilitating resolution meetings, and drafting developmental outcome letters in consultation with the Director of Student Conduct.
- Assist in monitoring sanction compliance in Maxient, the student conduct and case management database.
- Support the development and maintenance of a creative sanction and restorative outcome database, aligning sanctions with learning and reflection goals.
- Participate in the design, facilitation, and assessment of restorative justice and conflict education conferences.
- Assist in training conduct administrators across the division in restorative and educational resolution models.
- Continue developing the Conflict Education / Conflict Resolution case typing structure, helping refine case flow, language, and learning outcomes.
- Conduct benchmarking and research of current trends in restorative justice, conflict education, and student accountability.

Additional Responsibilities

- Provide on-site supervision for selected evening and weekend events.
- Participate in the Office of Student Development and Division of Belonging and Student Affairs committees, initiatives, and programs.
- Other duties as assigned by the Director of Student Conduct and based on the evolving priorities of the Office of Student Development.

Qualifications

- Current enrollment (or acceptance for enrollment) in a Marquette University graduate program. Preference for students pursuing degrees in College Student Personnel, Educational Leadership, Counseling, or related fields.
- Strong oral, written, and interpersonal communication skills.
- Demonstrated commitment to or experience with student conduct, restorative practices, conflict resolution, peer accountability, and educational interventions.
- Interest in multicultural education, social justice, and student development consistent with Marquette's mission as a Catholic, Jesuit institution.
- Preferred: at least two years of experience (including undergraduate) in student affairs, conduct, residence life, or community engagement; experience working with diverse populations.

Remuneration

- Standard Graduate Assistantship Stipend (\$17,440 for a 10-month term).
- 12 graduate scholarship credits per semester.