

LEWIS & CLARK
STUDENT RIGHTS AND RESPONSIBILITIES
GRADUATE ASSISTANT
Position Description

Position Purpose

Develop broad skillset in Student Affairs administration through professional engagement with Division of Student Life professional staff. Support and coordinate programmatic efforts managed by the SRR office. Assist with and facilitate training for community about Student Rights and Responsibilities. Provide support for assessment efforts of the SRR office. This position reports directly to the Assistant Dean of Student Rights and Responsibilities.

Principle Duties

- Coordinate administrative support for Student Rights and Responsibilities, in collaboration with Assistant Dean.
- Resolve student conduct cases and manage appropriate record keeping.
- Assist with selection and training of SRR intern and work-study students.
- Develop, implement, and assess learning outcomes with Assistant Dean of Student Rights and Responsibilities.
- Participate in and assist with trainings to promote understanding of the educational purpose of the Student Code of Conduct and the office of Student Rights and Responsibilities.
- Meet bi-weekly with Assistant Dean.
- Manage completion records of outcomes for all conduct case referrals.
- Develop and implement a professional development plan that ensures growth benefitting the individual and the Institution.
- Support an atmosphere in which all areas of diversity are sensitively acknowledged, understood, and celebrated.

Qualifications/Experience

- Bachelor's degree.
- Enrollment in the Lewis & Clark Graduate School of Education and Counseling: Student Affairs Administration program.
- A minimum of one year's experience working within student affairs in a leadership position.
- Demonstrated commitment to student and community development.
- Ability to develop and maintain professional and collaborative relationships with other staff and faculty.
- A demonstrated commitment to diversity.
- Experience practicing conflict resolution skills.
- Excellent interpersonal communication, leadership, organization, and administrative skills.
- Ability to think critically, problem solve, and make sound decisions.
- Ability to effectively plan and organize work.
- Appreciation of the value of a liberal arts education.

Compensation

- \$18/hr
- Laptop for use during term of service

Questions regarding this position may be directed to Charlie Ahlquist at 503-768-8181 or Charlie@lclark.edu, or Anna Gonzalez at 503-768-7110 or dos@lclark.edu.

Lewis & Clark adheres to a nondiscrimination policy with respect to employment, enrollment, and program. The Institution does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, handicap or disability, sexual orientation, or marital status and has a firm commitment to promote the letter and spirit of all equal opportunity and civil rights laws. Persons of color strongly encouraged to apply.