

POSITION DESCRIPTION
Mississippi State University
Office of the Dean of Students

POSITION – GRADUATE STUDENT:

The Graduate Student for the Dean of Students Office is primarily charged with the management of the student event forms and the maintenance of the Student Conduct and Parent Contact databases. This position is a year-round, part-time commitment that begins on June 1 and continues until May 31 of the next year. The Graduate Student reports to the Director of Student Conduct and/or the Director of Parent and Student Services.

This position requires a high degree of professionalism that must be exhibited by a strong commitment to integrity, honesty, dedication, and confidentiality. Applicants should have initiative, flexibility, excellent communication skills, and a strong ability to organize and prioritize tasks.

The Graduate Student must also be familiar with all university policies and procedures. The position will require the fair, consistent, and considerate application of university regulations.

RESPONSIBILITIES:

- Coordinate student organization risk management meetings for on campus events.
- Serve as a conduct officer adjudicating student conduct cases.
- Coordinate disciplinary hearing and the setup of the student conduct board.
- Manage statistics concerning student arrests and referrals in the judicial management database.
- Create files for students referred to the Dean of Students office.
- Maintain the database system for student files.
- Manage the Office of Parent Services parent pack program including the marketing, purchase, and creation of the program
- Maintain and update the database of parent contacts for the Office of Parent Services
- Ensure that students and parents are treated fairly by the Dean of Students Office.
- Other duties as assigned.

PREFERRED QUALIFICATIONS:

- Bachelor's degree
- 2+ years prior work experience

COMPENSATION:

The compensation package for the Graduate Student:

- Full graduate school tuition waiver (in-state and out-of-state fees paid)
- A twice-monthly salary of \$416.67