



MISSISSIPPI STATE UNIVERSITY™

DEAN OF STUDENTS

Mississippi State University | Dean of Students – Graduate Assistant

Academic Year (July 1 – June 30)

Main Campus - YMCA

Department Overview

The Graduate Assistant for the Dean of Students Office is primarily charged with the management of student case files for the Student Honor Code Office. The Graduate Assistant will also assist the Student Conduct Office when needed. The Graduate Assistant reports to the Director of the Student Honor Code and Student Conduct.

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

Responsibilities

- Contact students for meetings with the Student Honor Code Office.
- Assist in the adjudication process for Honor Code cases.
- Manage statistics concerning student arrests and referrals in the judicial management database for the Office of Student Conduct and Honor Code Office.
- Create and manage files for students referred to the Student Honor Code Office.
- Maintain the database system for student files.
- Conduct follow-up meetings for students who have been found responsible for violating the Code of Student Conduct.
- Ensure that students and parents are treated fairly by the Dean of Students Office.
- Assist with the annual Legal Issues Conference hosted by the Dean of Students Office.
- Other duties as assigned.

Working Conditions

- Remain in a stationary position at a workstation and use a computer
- Assist with moving boxes, packing, and carrying food pantry bags
- Ability to drive van
- May need to travel to various campus/community locations

How to Apply

Applicants should submit their application, cover letter, and resume, at saffairs.msstate.edu/assistantships.

Additional Information

Student will work 20 hours per week. Student should not hold other jobs or assistantships. As compensation, student will receive 71% tuition waiver, stipend paid twice a month, and professional development funds when available.

MSU is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, ethnicity, sex (including pregnancy and gender identity), national origin, disability status, age, sexual orientation, genetic information, protected veteran status, or any other characteristic protected by law. We always welcome nominations and applications from women, members of any minority group, and others who share our passion for building a diverse community that reflects the diversity in our student population.

For more information, contact Dean of Students at 662.325.3611.