

**UNIVERSITY OF MIAMI
DEAN OF STUDENTS OFFICE**

**Honor Council Graduate Assistant
Position Description**

Activities and involvement outside the classroom are a significant part of each student's education. Through graduate assistantships, internships, and practicum experience, the Dean of Students Office seeks to provide experiential learning opportunities and the promotion of intellectual, cultural, social, vocational, physical, psychological, and spiritual growth, and preparation for life outside of the University. The Dean of Students Office is also committed to providing meaningful paraprofessional experiences for graduate students intending to pursue careers in student affairs or related higher education areas.

Qualifications

- Acceptance, or current enrollment, in a University of Miami graduate program as a full-time student
- Desired candidates will be enrolled in the Master of Science in Education (Student Life & Development) or Master of Science in Education (Enrollment Management) program
- Willingness and ability to assume responsibility for confidential record keeping
- Demonstrated ability to plan and present undergraduate student programming and demonstrated public speaking experience
- Exceptional written and oral communication skills
- Excellent organizational skills

Core Responsibilities

The Graduate Assistant is a member of the Dean of Students Office staff and serves as the Secretary's (Dean of Students) liaison to the Honor Council, which is comprised of 30 undergraduate students. The Graduate Assistant, under the supervision of the Assistant Dean of Students, transmits direction and advice from the Secretary directly to the Council's Executive Board via regular meetings and interactions. The Graduate Assistant is entrusted with general oversight of the resources of the Council and assigns duties and responsibilities to individual members of the Council in coordination with the Council's President and Vice President. The Graduate Assistant has general oversight of Council operations by providing advice, guidance, or material resources as required or requested.

Other Responsibilities

- Reports directly to the Dean of Students and his designee (Assistant Dean of Students) and conducts regularly scheduled supervisory meetings with Honor Council officers
- Class schedule permitting, attend weekly Dean of Students Office staff meetings
- Advise the officers of the Council individually and collectively through weekly Executive Council meetings
- Assist the Executive Board with annual member recruitment
- Maintains Maxient software program for Honor Council Cases
- Coordinate and participate in fall training retreat, as well as ongoing training, activities
- Attend bi-weekly Honor Council meetings
- Maintain accurate and timely records and summaries
- Oversee the preparation and faithful execution of the Honor Council budget
- Coordinate and schedule hearings
- Serve as a resource to the University community on Honor Council and Honor Code-related matters, including educational program planning and implementation
- Perform other general duties as assigned by the Dean of Students Office

Compensation

- This is a full-time Graduate Assistantship. The GA is compensated for 20 hours of office work per week. The GA contract is ten (10) months at a rate of \$9,000 per semester (\$18,000 for the academic year) and is paid in monthly increments

Contact Information

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