2	
• Be	familiar	with	and	enforce	the	rules	and	regulations	of	the	University	and	Housing	&	
Residence	Life.	
• Serve	as	a	University	conduct	hearing	officer	for	Housing	&	Residence	Life.	Address	
inappropriate	behavior	of	students	and	in	following	due	process,	determine	fair	and	
appropriate	sanctions.	Make	appropriate	referrals,	including	but	not	limited	to,	Student	
Conduct,	Student	of	Concern,

3	
reviewed.	It	is	encouraged	that	GA	candidates	view	the	assistantship	as	a	two-year	
commitment.	Academic	internships,	student	teaching,	clinicals,	and	practicum	hours	must	be	
submitted	in	writing	for	approval	from	your	supervisor	prior	to	involvement.		
• Work	Hours:	The	Graduate	Assistant	will	work	approximately	29	hours	per	week	including	
evening	and	weekend	commitments	in	addition	to	regularly	scheduled	office	hours.	The	
determined	number	of	hours	will	be	logged	and	reported	to	their	designated	supervisor.
• Graduate	Assistants	are	expected	to	be	on	campus	at	least	two	weekends	each	month.	Graduate	
Assistants	may	not	accept	other	employment	during	this	agreement	period	unless	approved	by	
the	Associate/Assistant	Director	of	Housing	&	Residence	Life.	
• Remuneration:	A	stipend	of	$600	per	month	for	a	twelve-month	agreement,	on-campus	
apartment,	meal	plan/dining	dollars,	and	tuition	remission	up	to	six	hours	per	semester.	
• The	Graduate	Assistant	is	obligated	to	adhere	to	the	policies	of	their	residential	community,