



## Graduate Assistant Student Enrollment, Engagement and Services Office of Student Accountability & Academic Integrity (OSAAI)

**Job Summary** The Graduate Assistant for OSAAI will provide support and leadership for the student accountability process at Old Dominion University. The Graduate Assistant (GA) will serve as a Conduct Educator and develop initiatives and programs to help educate students about responsible citizenship in the Monarch community. All OSAAI staff are expected to answer phones and email and address work concerns. Night and weekend event attendance may be required.

**Office Website:** <https://www.odu.edu/OSCAI>

**Contact:** [OSAAI@odu.edu](mailto:OSAAI@odu.edu) or 757.6833431

### Duties & Responsibilities

- { Participate in and lead training sessions and webinars on student conduct administration to enhance personal and professional growth. (Career & Self Development)
- { Work with supervisor to create professional development plan in alignment with personal strengths and professional goals. (Career & Self Development)
- { Educate the campus community about the Code of Student Conduct through presentations, workshops, and written materials. (Communication)
- { Effectively facilitate Student Accountability Meetings (SAMs), Academic Integrity Meetings (AIMs), Academic Integrity Voluntary Resolution (AIVR) meetings and possibly University Accountability Board (UAB) meetings ensuring clarity and professionalism in both oral and written communication. (Communication)
- { Assess and evaluate training effectiveness through surveys and focus groups. (Critical Thinking)
- { Administer and analyze data from pre/post SAM surveys, Maxient analytics, and regular feedback mechanisms to improve outreach and assessment initiatives. (Critical Thinking)
- { Propose creative pathway projects tailored to meet student and institutional needs, in alignment with the department mission and student success. (Critical Thinking)
- { Demonstrate commitment to student success and the development of multicultural competencies in all responsibilities. (Equity & Inclusion)
- { Engage with diverse populations to foster an inclusive community within the university. (Equity & Inclusion)
- { Represent the department at Divisional and University committees, meetings, and functions, acting as a role model for responsible citizenship. (Leadership)
- { Handle confidential data with integrity and ensure compliance with legal and ethical standards in higher education. (Leadership)



