

Position: Graduate Assistant for Residence Life Conduct and Case Management
Office: Housing and Residence Life, Division of Enrollment Management and Student Affairs
Term: August 18, 2025 – April 22, 2026 (1 year with possible renewal, if desired)

Position Description

- Create and maintain the audit for Housing and Residence Life related conduct reports, tracking compliance of local, state, and federal regulations pertaining to the conduct process.
- Utilize the campus conduct software, Maxient.
- Perform conduct hearings for minor violations and adjudicate sanctions.
- Execute the process for information reports involving minor housing policy violations (i.e., candles and/or accidental fire alarms).
- Assist Assistant Directors and Resident Directors with the scanning and uploading of hearing officer forms along with any additional case documentation as needed.
- Assist with follow-up for students of concern experiencing personal, academic, and social challenges provided to the department from campus partners
- Assist with the coordination of resources and referrals.
- Maintain accurate and confidential case notes and documentation.
- Assist in assessing and improving case management processes and services.
- Serve on various committees, as assigned.
- Plan and create documents to report appropriate data to various stakeholders.
- Other duties as assigned, based on the needs of the department.

Position Requirements

- 20 hours per week
- Applicant must be admitted to a graduate degree program at UT Chattanooga and enrolled in classes for the concurrent academic year.
- Housing and Residence Life experience preferred
- Strong time management, organization, critical thinking, collaborative spirit and enthusiasm preferred
- Self-starter with ability to think outside of the box preferred

Professional Development

- Opportunities to serve on departmental and/or campus committees
- On-going training and supervision from the Residence Life staff

Position Supervisor Assistant Director of Residence Education

Compensation Tuition maintenance fee for up to 9 credit hours, \$4,500 stipend/semester, \$9,000 total stipend. This is a live-off position.

To Apply E-mail Jason Harville (jason-harville@utc.edu), with a cover letter and resume stating your interest in the position by March 31, 2025. Applications will be considered until the position is filled, but priority will be given to applications received by the initial review date of March 31, 2025.