



Division of Student Development Graduate Assistant (GA) Recruitment 2025-2026

About Saint Louis University: Founded in 1818, Saint Louis University is one of the nation's oldest and most prestigious Catholic institutions. Rooted in Jesuit values and its pioneering history as the first university west of the Mississippi River, SLU offers more than 13,500 students a rigorous, transformative education of the whole person. At the core of the University's diverse community of scholars is SLU's service-focused mission, which challenges and prepares students to make the world a better, more just place.

About the Division of Student Development: The Division of Student Development is driven by the mission to provide programs, services and experiences that help students develop as leaders. Our goal is to help shape students into successful graduates who are holistically formed, critically reflective and socially and personally responsible. The Division is comprised of fourteen departments, and employs over 200 professional staff who support both graduate and undergraduate students and initiatives at the University.

Divisional Statement on Diversity: In support of Saint Louis University's Jesuit mission, the Division of Student Development is committed to maintaining an environment of mutual respect and dignity for people of all backgrounds and cultures. It is our mission to encourage and support a thriving and diverse community among our staff and students. We honor the differences in our community, whether they be age, ability, race, religion, gender identity and expression, sexual orientation or socio-economic background, and prepare our students to thrive in a multicultural, diverse society. Our efforts are grounded in cultivating awareness, inclusion and engagement through intentional experiences, events and programs that demonstrate our commitment to excellence.

The Division of Student Development employs over 40 graduate assistants who work closely alongside administrative staff to fulfill the mission of the University. The Division strongly believes in supporting the education of aspiring higher education professionals, and our staff are committed to providing meaningful, immersive learning opportunities for graduate students. We offer mentoring, supervision, and holistic support in a cohort based model, aligned with Catholic, Jesuit teaching.

Graduate Assistant

Office of Student Responsibility and Community Standards

General Description

Under the supervision of the Assistant Director, the Graduate Assistant (GA) assists in the overall operation of the Office of Student Responsibility and Community Standards, which includes investigating and adjudicating Community Standards cases (i.e. student code of conduct); interpreting and administering the Community Standards; creating and revising policies for the Community Standards; programming and facilitating restorative-based learning interventions for students, staff, and faculty on issues of alcohol and other drugs, policy compliance, hazing, and other topics associated with conduct and wellbeing.

Characteristic Job Tasks and Responsibilities

- Serve as a University hearing officer, upholding the University's Community Standards.
- Develop and facilitate educational sanctions for students.
- Advise peer education student group.
- Assist in maintaining up-to-date and accurate records and statistics related to disciplinary activity.
- Assist in the education of community standard board members, University hearing officers, Housing and Residence Life staff members, students, and parents.
- Update and maintain all training materials.
- Prepare correspondence to students, parents, and other University administrators.
- Undertake research projects related to student rights and responsibilities and trends in the field.
- Engage in research about prevention for alcohol use, drug use, hazing, and sexual misconduct.
- Perform benchmarking research.
- Develop and administer educational assessments.
- Maintain AlcoholEdu for Sanctions module, including sanction follow-up.
- Oversee the administration of the Office's education program: The Billikens ACT Workshop.
- Serves as a facilitator for BASICS (Brief Alcohol Screening In College Students).
- Other duties as assigned.

Requirements

The GA requirements include enrollment in a graduate program at Saint Louis University, a bachelor's degree, and a significant record of leadership and excellent communication skills. In addition, they must have a desire to work within a progressive and challenging Jesuit education environment. Preference will be given to candidates studying Student Affairs and Higher Education Administration.

Expectations and Remuneration

\$2000 stipend/month, University graduate student health insurance (student only, if needed), and academic tuition up to \$9750 for the term of appointment.

Application Process

To apply, please send a cover letter, resume, and contact information for three professional references to conduct@slu.edu. Please share your intended graduate program of study in your cover letter details.

Questions

Contact JJ (John) Janulis, Director of the Office of Student Responsibility and Community Standards, john.janulis@slu.edu.