

RADFORD UNIVERSITY

Student Standards and Conduct

Student Assistant

Office Description:

The Office of Student Standards and Conduct responds to the informational and personal concerns of students and parents as it relates to suspected violations of Standards of Student Conduct. This office also oversees the protection of student rights as they navigate the conduct process.

Job Qualifications:

Basic computer experience and ability to use a variety of applications; good oral and written communications skills; ability to use discretion when dealing with sensitive and confidential issues; ability to work independently and with good judgment; good customer service and interpersonal skills. Previous office experience preferred.

Students can expect to receive on-the-job training. Students must have a minimum cumulative GPA of 2.4 to be considered and be aware that all prior conduct will be reviewed for position eligibility. Student Assistants must remain in Good Academic and Conduct Standing as defined by Radford University policy.

Job Description:

Receives incoming telephone calls, greets visitors to the office, assists with: filing, copying, scanning, shredding, drafting letters for signature, mailings, scheduling appointments/meetings, maintaining documents, cleaning office and conference room, mail pick-up and delivery, editing of various publications, special assignments, and other duties as assigned. The student assistant uses software to assist with case processing and has access to confidential information. Student Assistant is trained in a variety of policies and local and federal mandates which impact his/her duties.

The Office of Student Standards and Conduct strives to protect the rights of all students; both students going through our conduct process, and those affected by the actions of other students. We focus on holding students accountable, and helping students advocate for their own future success.

Please contact:

Mrs. Kim Dowdy, Case Manager: kdowdy2@radford.edu
P.O. Box 6996 • Heth Hall 207 • Radford, VA 24142 • 540-831-5321

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