



GRADUATE STUDENT LEGAL AID

Job Title

Graduate Student Advocate

Office Overview

The Graduate Student Legal Aid Office (GLAO) provides free legal information, consultations, referrals and assistance to University of Maryland College Park graduate students. This part-time program is staffed by a licensed attorney/Director, a Coordinator of Services and Programs, and two Graduate Student Advocates. We offer a wide range of legal services involving both on- and off-campus matters to University of Maryland's graduate student community. Our mission is to meet the critical legal needs of our diverse graduate student population in a culturally competent, compassionate, and supportive setting. This office is funded by the Graduate Student Government, which annually allocates student activity fees for this purpose.

Most of our work involves off-campus legal issues such as landlord-tenant disputes and traffic violations. However, we also assist students with university related issues, including advising and representing students charged with violating the code of academic integrity or the code of student conduct. We deliver services through individual consultations; through educational and outreach programs including The Gradulting Workshop Series; and through a content heavy website. Learn more about GLAO at [our website](#).

Job Description

The Graduate Student Advocate position is a 12-month hourly part-time position that works 10 hours/week and follows the UMD-CP staff schedule for holidays and closures. Only current UMD graduate students are eligible to apply for this position, and the rate of pay is \$16/hour.

Please note that it is an hourly position, not a graduate assistantship. As such, any students employed as a full-time GA, GTA or GRA (20 hours per week) must have an overload approval for any employment above the assistantship assignment for the duration of the appointment, except when classes are not in session. Overload requests should be received and approved by the supervisor of the students GA position prior to the beginning of the appointment. A new overload request is required for each semester of overload assignment.

Position Summary

1. Student Conduct

- Develop a thorough understanding of the University of Maryland's Codes of Academic Integrity and Student Conduct and of the student conduct process for resolving and adjudicating charges. This includes: developing an understanding of and ability to recognize alleged incidences of, plagiarism, cheating, fabrication and facilitation, as defined by the Code of Academic Integrity.
- Meet individually with graduate students who are charged with a violation of the Codes and advise them on possible courses of action, based on thorough analysis of the case.
- Advocate for students by facilitating informal resolutions for student conduct cases.
- Advocate for students by accompanying them to Honor Reviews or Student Conduct Board hearings and facilitating the preparation and presentation of their defense.

- Develop and maintain a working relationship with the Office of Student Conduct to discuss cases, as appropriate.
2. Office and Programming Support
- Serve as first point of contact for students and others visiting or calling the office. Assist Director and Coordinator with day-to-day operations, programs, and other special projects as assigned (i.e. filing cases, responding to emails, scheduling appointments, assisting with workshop set up, conducting basic legal research).

Qualifications

- Acceptance into or good standing in a graduate program at the University of Maryland.
- Graduate-level knowledge and understanding of how to format academic citations and follow citation requirements.
- Excellent interpersonal and customer service skills.
- Ability to develop rapport with diverse groups of people.
- Excellent written and verbal communication skills.
- Excellent organization skills and an attention to detail.
- Ability to collect and analyze information in order to formulate persuasive arguments and strategies.
- Ability to work cooperatively with students, staff, and others.
- Ability to think independently and work without direct supervision, while also accepting guidance and feedback.
- Experience and skills working with Microsoft Office Suite, social media websites, and other web-based applications.
- Experience working in an office environment (answering phones, responding to emails, etc.)
- Available to work 10 hours per week, 3 - 4 days per week, during GLAO office hours (shown on the website)

Application

- To apply, please submit a cover letter and resume to glao@umd.edu. In your cover letter explain how you learned of this opportunity.
- Best consideration date: **Monday, September 28, 2020, at 9:00am**
- Submit questions regarding this application via email to glao@umd.edu. No phone calls, please.
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