

Provost - Academic Integrity Coordinator Position Description

General Description: The AIC Coordinator helps maintain the daily tasks of the Academic Integrity Office. This office, whose other staff member is the Academic Integrity Director (a full-time faculty member), has two primary responsibilities: 1) processing and resolving all cases of alleged academic misconduct on campus (excluding the Law School and Dental School) and 2) promoting a culture of academic integrity on campus. The Director and Coordinator work closely together to see cases and initiatives to completion throughout the year, including the summer (though generally with a lighter load at this time of year).

Specific Responsibilities: The AIC Coordinator enters data for all incoming cases into Excel, generates form letters for cases, and sends emails for several steps of the case process. The Coordinator also reaches out to faculty, staff, and AIC faculty and student representatives on a regular basis for a variety of reasons, acting on the information provided and/or conferring with or passing on the information to the Director. The Coordinator transports physical materials between the office and other members of the AIC on campus. The Coordinator helps to maintain the Excel spreadsheet for cases, following up on sanction fulfillment and placing holds on truant accounts and emailing students to update them on their status. The Coordinator schedules hearings and meetings for the AIC. The Coordinator, if desired, may present to classes or other units on campus concerning the office's work. The Coordinator may meet with faculty and/or student representatives of the AIC for various information gathering or follow-up on AIC tasks. There is the possibility of attendance at professional conferences on a yearly basis.

Qualifications: Graduate Student status at Marquette University; proficiency with word processing, email, Excel, and use of cloud-based services like Sharepoint; fluency in English; comfort emailing many parties in a professional capacity; flexibility in schedule, especially around midterm and finals.

Remuneration: The university provides a \$17,600 stipend for the year, and SAHE provides 12 credit hours for the year.