

Job Title: Graduate Assistant, Dean of Students Office
Unit/Department: Office of Student Conduct
Organization: Division of Student Affairs
Supervisor: Assistant Dean of Students
Work Schedule: 19.9 hours/week, some nights and weekends required
Appointment:

Nature of Responsibilities:

The Graduate Assistant will work in coordination with the Office of Student Conduct and other related offices to build and develop a portfolio of alternative conflict resolution pathways in response to reports of student conflict and allegations of policy violations. This includes, but is not limited to, coordinating training for staff on mediation and arbitration, providing programmatic and administrative support for restorative justice initiatives, creating instructional materials for participants, and assisting in assessment and data collection. The Graduate Assistant serves as a member of the Dean of Students staff, which provides administrative support, outreach, services, and programs in the areas of Case Management, Crisis Response, Parent and Family Programs, Student Conduct, and the Student Wellness Center. During the assistantship period, the Graduate Assistant is responsible for involvement in general Dean of Students programs hosted throughout the year.

Specific Duties

Program Planning and Assessment: 45%

- 1) Research and develop restorative justice programming and alternative conflict resolution pathways for student conduct.
- 2) Establish structures and create sustainable systems to foster and implement restorative practices within the current undergraduate disciplinary system.
- 3) Schedule and meet with students requesting alternative conflict resolution pathways.
- 4) Identify community members to serve in restorative justice circles.
- 5) Develop educational curriculum and processes, including conference and circle scripts, for use in alternative conflict resolution.
- 6) Create and provide restorative justice training for student conduct professionals, volunteers, and collaborative offices.
- 7) Assist with assessment of restorative practices.

Outreach and Communication: 45%

- 1) Support and develop marketing and branding initiatives for restorative practices.
- 2) Manage and maintain contacts with university and community partners.
- 3) Assist in the development, logistics, and facilitation of community-wide restorative practice workshops.
- 4) Develop a library of resources and information about restorative practices to be made available to the university community.

Other Duties and Responsibilities: 10%

- 1) Perform other duties as assigned, including, but not limited to, administrative projects and team assignments.

- 2) Serve on departmental and division teams and committees as assigned.
- 3) Keep abreast of developments in student conduct administration and restorative justice practices including legislation, case law, etc.

General Qualifications

Minimum: Current enrollment in a graduate program. Ability to work independently and as a member of a team. Knowledge of the policies and practices of Student Affairs, as well as a strong commitment to fostering diversity and equal opportunity.

Specific Skills and Competencies

Excellent written, verbal, and interpersonal skills are essential. Experience with social justice education, public speaking, and experience developing curriculum materials. Skills relevant to achieving successful relationships with diverse constituencies. Fluency with office productivity applications, database management and web tools. General understanding of appropriate financial practices in a university setting. Maintain confidentiality and comply with all pertinent federal and university regulations and policies.