**Office of the Dean of Students  
CSCM Conduct Graduate Assistant**

Essential Duties, Tasks, and Responsibilities

Student Conduct Program Management

* Collect and analyze student responses from the conduct survey on an ongoing basis and make suggestions for how reported problem areas may be improved.
* Manage logistics of pre-hearing meetings for various cases.
* Meet with and counsel students regarding minor policy violations.
* Respond to student inquiries about general conduct questions or concerns about the disciplinary process.
* Ensure completion of responses to conduct cases, following up with students as needed.
* Complete disciplinary checks as requested by various offices
* Manage the implementation of Dean’s Fees, including communications, billing, and collection.

Trainings, Programs, and Presentations

* Create, revise, and deliver trainings related to student conduct for a variety of audiences.
* Create, facilitate, and evaluate seminars related to conduct and conflict, including the development of assessment tools and analysis of collected data.

Committee Work and Meetings

* Participate in weekly CSCM staff meetings.
* Participate in weekly individual meetings with the Assistant Director.
* Participate in monthly Office of the Dean of Students meetings, and represent the Assistant Director in their absence as needed.

Time Commitment

10-12 hours per week including some evening and weekend events. Term of position is August 1, 2016 - June 1, 2017, with possible reappointment. The CSCM can be flexible with start and end dates if necessary.

Eligibility Requirements

* Must be a full-time, matriculated graduate student in a Master's or Doctoral program at the University of Rochester in a field related to higher education, human development, counseling, or social work.
* At least two semesters of experience in dispute resolution, mediation, restorative practices, or coursework related to these topics
* At least one semester or professional experience demonstrating knowledge of confidentiality practices
* At least one semester of experience with data collection, assessment, and research methods

**Remuneration**

* $12.35/hour