

University of Rochester
Center for Student Conflict Management Conduct Graduate Assistant

Position Summary

The purpose of The Center for Student Conflict Management is to help students become positive and successful community members during their college careers and beyond. The CSCM is comprised of three units, Alcohol and Other Drug Education, Conduct, and The CARE Network, which operate as a cohesive team to support students at the University of Rochester. We are seeking individuals to work as a part of this team as Center for Student Conflict Management Graduate Assistants. Each graduate assistant will have the opportunity to collaborate with all of CSCM, while maintaining primary focus in one specific unit. The primary charge of the CSCM-Conduct Graduate Assistant is to provide thoughtful and creative support to the conduct system.

Essential Duties, Tasks, and Responsibilities

Student Conduct

- Regularly collect and analyze student responses from the conduct survey and make suggestions for how reported problem areas may be improved on a monthly basis.
- Meet with students regarding potential policy violations.
- Serve as a resource to students with general questions or concerns about the disciplinary process.

Trainings, Programs, and Presentations

- Assist with various trainings related to student conduct.
- Create, facilitate, and evaluate seminars related to conduct and conflict.

Administrative

- Report directly to the Associate Director and serve as a member of the Office of the Dean of Students staff.
- Input and maintain notes, documents, etc. pertaining to conduct cases.
- Complete disciplinary checks as needed for various campus offices.
- Assist in the management of new conduct cases and student record information.
- Other duties of special interest to the graduate assistant or as assigned by the Associate Director.

Center for Student Conflict Management

- Provide support to the Alcohol and Other Drug Education Assistant Director as assigned, including, but, not limited to, student engagement, creating and assisting with programming and outreach to campus community.
- Provide support to the CARE Network as assigned, including, but, not limited to, student engagement, creating and assisting with programming and outreach to campus community.
- Participate in Conflict Management work as assigned by the Director or Associate Director.

Committee Work and Meetings

- Attend bi-weekly meetings with the Conduct team.
- Attend weekly individual meetings with the Associate Director.
- Attend meetings and programs as assigned by CSCM staff and Office of the Dean of Students.

Time Commitment

12 hours per week including some evening and weekend events. Term of position is August 1, 2021 – June 30, 2022, 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.
- Experience in dispute resolution (mediation and/or restorative circles) preferred, but not required.
- Experience in a student affairs- related position preferred.
- Interest in a two-year appointment preferred, but not required.

Remuneration

\$15.00/hour