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-CARE Graduate Assistant will be focused on supporting The CARE Network.

Essential Duties, Tasks, and Responsibilities

CARE-related Responsibilities
- Conduct initial review and intake of CARE referrals.
- Manage case-load currently classified as “monitored” (low-level concerns).
- Follow up with referrers in cases).
- Maintain updated notes of tracked cases.
- Attend meetings and programs as assigned by CARE staff and ODOS.

Trainings, Programs, and Presentations
- Assist in the planning and implementation of Student Support Network discussion topics.
- Create and facilitate CARE Network presentations, workshop events, and programs offered to advisers, teaching assistants, UR faculty, students, and staff members, etc.

Administrative
- Assist in case-related record keeping
- Other duties of special interest to the graduate assistant or as assigned by CARE staff.

Research and Assessment
- Assist in creation and revision and facilitation of CARE survey mechanisms (both qualitative and quantitative). This includes collection of data, analysis, and summation of results.
- Perform research that supports up-to-date benchmarking and best practices to support The CARE Network.
- Assist in the development and maintenance of the CARE Resource Center and website.

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 campus conduct system 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.

Time Commitment
10-12 hours per week including some evening and weekend events. Term of position is August 1st of current academic year – June 1st of the following academic year with possible opportunity for reappointment. CSCM can be relatively 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 helping students in distress and/or working as part of a team to support individuals.
- Experience in mental health or school counseling preferred.
- Experience in a student affairs- related position preferred.
- Interest in a two-year commitment preferred, but not required.

Remuneration
$12.35/hour