

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 an individual to work as a part of the conduct team as a Center for Student Conflict Management Conduct Graduate Assistant. 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

- Meet with students regarding potential policy violations and participate in conflict management work as assigned by the Director or Associate Director.
- 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.
- Assist Associate Director, utilize the Advocate database to compile data points on campus conduct.
- 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 Engagement

- Provide support to the Alcohol and Other Drug Education Program and CARE Network as assigned, including, but not limited to, student engagement, creating and assisting with programming and outreach to campus community.
- Provide support to marketing CSCM to students, including tabling at campus events, creating hearing board recruitment materials, social media posts, and informational flyers.

Committee Work and Meetings

- Attend once-monthly meetings with the CSCM 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

8-10 hours per week including some evening and weekend events. A one-year appointment could begin August 14th, 2023 concluding in May 2024 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

\$16.50/hour