

GRAND VALLEY STATE UNIVERSITY
Office of Student Conduct and Conflict Resolution (OSCCR)
College Student Affairs Leadership (CSAL)
Graduate Assistant

Job Description:

We are looking for highly principled candidates with an interest in restorative justice for the position of graduate assistant in the Office of Student Conduct and Conflict Resolution. Graduate assistants are responsible for organizing and conducting administrative conferences, assisting in trainings, assisting with restorative practices, and maintaining regular office hours, among other duties.

Graduate assistants will need to periodically maintain and update case records in the student conduct database, requiring a demonstrated history of working with sensitive and confidential information.

Responsibilities:

- Receive and review allegations of student misconduct, academic misconduct, and organizational misconduct.
- Conduct administrative conferences with students who are alleged to have violated the Student Code: The Statement of Student Rights and Responsibilities.
- Facilitate various conflict resolution processes.
- Maintain and manage case records in the Advocate student conduct software system.
- Attend staff meetings and one-on-one meetings as scheduled.
- Assist in training the members of the University Student Conduct Pool.
- Assist in informing campus stakeholders on university conduct policies and procedures.
- Assist in the creation, coordination, and facilitation of educational and restorative practices, programs, and materials.
- Maintain regular office hours.
- Serve on divisional wide committees as needed.
- Performs other duties as required/assigned by the Director of OSCCR or their designee.

Expectations:

- Able to effectively listen and communicate, both verbally and in writing
- Able to manage and respect sensitive and confidential student information
- Able to pay attention to details
- Able to manage multiple projects and tasks while working independently
- Able to work with campus stakeholders from diverse backgrounds and perspectives
- Must be eager to learn, possess a positive attitude, committed to the restorative justice philosophy

Qualifications:

Education Requirements: BA/BS required & acceptance to the GVSU Master of Education Program.

Work Environment:

Normal office environment. Some travel may be required.

Expected learning outcomes/professional competencies:

- Develop knowledge of restorative practices and experience with GVSU's student conduct and conflict resolution process
- Enhance facilitation and presentation skills
- Improve listening, communication, reasoning, negotiating, problem-solving, and decision-making skills

Supervision/Collaboration with organization:

The GA will have an opportunity to connect theory to practice by meeting with students one-on-one, conducting investigations, attending regular staff meetings, and one-on-ones with the Director of OSCCR, participating in outreach activities, and facilitating a wide variety of presentations and trainings to various campus stakeholders.

Additional Information:

Physical Demands: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Terms of appointment:

The position will work 20 hours per week for 10 months. This position is open to full-time graduate students in the Adult & Higher Education and/or College Student Affairs Leadership (CSAL) programs.

A tuition waiver covers **21 graduate credit hours per academic year** and includes a stipend of \$9,000. This assistantship will begin Fall 2022 and will conclude Winter 2023.

Contact Information:

Ben Witt, Director
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Allendale, MI 49401

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For more information on the College of Student Affairs and Leadership master's program and application process visit <http://www.gvsu.edu/csal/>