

# Office of Student Accountability and Restorative Practices

## ***Graduate Assistant—Personal Success Employment Contract***

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Direct Supervisor: Assistant Director, Educational Programs

### **Responsibilities**

- Demonstrate a commitment to OSARP, its mission and its outcomes, as well as to the University, community, and Student Affairs values.
- Participate as an active member of the administrative staff in OSARP, including attendance at weekly staff meetings, weekly case administrator meetings & bi-semesterly All Staff meetings, participation in staff training and maintaining approximately 20 hours of work per week.
- Conduct Administrative Case Reviews with students alleged of violating university policy.
- Help coordinate Accountability Board Case Reviews and Appeal Reviews as needed; serve in a rotation to provide in-office coverage of Accountability Board Case Reviews and Appeal Reviews, which usually occur in the evening.
- Coordinate and facilitate educational programming, at times in the evening, including sanctioned program workshops.
- Serve as a coordinator for students completing the Mentor Experience program including:
  - Conducting intake & exit interview meetings with assigned students.
  - Assist in ensuring that all assessments are completed.
  - Maintaining ongoing communication with assigned students in order to track student progress and provide assistance.
  - Maintaining ongoing communication with assigned mentors in order to track student progress and provide assistance.
  - Keep database information accurate and up-to-date.
- Assist in researching, assessing, and improving the Personal Success programs including:
  - Designing/locating resources for educational programs and trainings
  - Recruiting and training Mentors
- Assist the Assistant Director, Educational Programs in the coordination and improvement of the Moving Forward educational program as needed.
- Under the direction of the Coordinator for Educational Programs, assist in facilitating, researching, assessing, and improving the Values in Action Workshop.
- Recruit, select, train, and supervise an undergraduate Program Assistant. Conducting weekly one-on-one meetings, on-going evaluation, and a formal evaluation each semester with the Program Assistant.
- In conjunction with staff, assist with OSARP outreach events, as applicable.
- Assist with office assessment projects, as applicable.
- Assess professional progress and receive feedback through weekly meetings with supervisor and monthly meetings with the Director of OSARP.
- Provide quality customer service to students, parents, staff, faculty, police, and other constituents.
- Participate in the evaluation process, including the development of a learning contract and semesterly evaluations.
- Participate in office professional development activities including, but not limited to, staff retreats and All Staff Meetings.
- Complete additional tasks as assigned.