

Office of Student Accountability and Restorative Practices

Graduate Assistant—Restorative Practices Employment Contract

Direct Supervisor: Assistant Director, Restorative Practices

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.
- Under supervision from the Assistant Director for Restorative Practices, serve as a key staff related to Restorative Practices tasks, including but not limited to:
 - Facilitate the Conversations about Conflict program: one-on-one conflict coaching and reviewing reflection papers.
 - Co-facilitating circle processes, facilitated dialogues, and conferencing processes.
 - Conduct one-on-one intake meetings with participants, including sanctioned students, decide appropriate restorative outcome.
 - Assist with scheduling intakes, email correspondences, and the management of electronic documents.
 - Assist in the recruitment, training, and development of Restorative Practices volunteer facilitators.
 - Assist with the marketing, promotion, and creation of publications for the Restorative Practices unit.
 - Maintain an organized system of all restorative practices files, folders, and program forms.
 - Assist with the scheduling of intakes, email correspondences to students, and the management of electronic documents, including the database system.
 - Conduct research relating to best practices for implementing Restorative Justice techniques on a college campus, and tailoring it to fit JMU's needs.
 - Additional tasks and assignments as assigned; may include marketing, assessment, research, and training.
- Recruit, select, train and supervise an undergraduate Program Assistant. Conduct weekly one-on-one meetings, on-going evaluation, and a formal evaluation each semester.
- Help coordinate and facilitate educational programming, at times in the evening, including sanctioned program workshops as needed.
- 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.
- In conjunction with staff, assist with OSARP outreach events, as applicable.
- Complete additional tasks as assigned.