

Office of Student Accountability and Restorative Practices

Graduate Assistant—Substance Education Employment Contract

Direct Supervisor: Coordinator, 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 & 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 substance education programs and other sanctioned program workshops as needed.
 - Oversee the review of content submissions for virtual, asynchronous programs such as By the Numbers.
- Assist in researching and improving Substance Education Programs including:
 - Designing resources for educational programs and trainings
 - Researching best practices in substance education
 - Researching trends in substance use and related legal and social matters
- Train and supervise two undergraduate Student Case Administrators for current year by conducting one-on-one meetings, on-going evaluation, and a formal evaluation each semester. In conjunction with the Student Government Association, recruit and select two undergraduate Student Case Administrators for the upcoming year.
- 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.
- Participate in the evaluation process, including the development of a learning contract and semesterly evaluations.
- In conjunction with staff, help with OSARP outreach events as needed.
- Provide quality customer service to students, parents, staff, faculty, police, and other constituents.
- Complete additional tasks as assigned.