Title: Graduate Assistant for Restorative Practices and Community Standards  
Department: Student Life  
Reports to: Director of RPCS  
FLSA:  
Salary Range: $5,000 plus live-on apartment  
Effective Date: August-May

Position Summary
This position is responsible for growing the graduation rate of the College by fostering a dynamic, student-focused community through supporting the college initiative of promoting restorative practices and trauma-informed student support. This position will support the Director of Restorative Practices and Community Standards by participating in the implantation of restorative practices on campus, as both a learner and a facilitator of the work. This position will utilize restorative practices when conducting student conduct conferences and leading community dialogues. Through both practical application and theoretical research, this position will cover the functional areas of student conduct, restorative justice, and technology.

Position Scope

Restorative Practices and Student Conduct
- Serve as a conduct conference facilitator for low level cases to help create a positive community environment in which students learn from and assume responsibility for their actions
- Document incidents, write reports, correspond effectively with students through appointment and amends letters
- Maintain records through effective use of student conduct software and accurate student files
- Facilitate community dialogues on restorative justice
- Assist other offices including Campus Safety and Residence Life to investigate and resolve student conduct issues

Assessment
- Coordinate annual assessment plans for campus conduct according to needs of the department.
- Upkeep records on student conduct numbers for institutional reference
- Assist Dean of Student Affairs in annual Clery Act reporting and analysis

Crisis Response & Duty Rotation
- Participate in the on-call duty rotation for campus in responding to emergencies on evenings and weekends
- Follow Student Affairs emergency protocols and procedures to respond to crisis or emergency situations, which includes providing guidance to paraprofessional staff and students
- Provide appropriate post-crisis referrals and follow-up with students and staff

Departmental Support
- Meet regularly for one-on-ones with supervisor
- Serve as an active and contributing member of the department. This includes staffing select major departmental and divisional programs such as Commencement and other major events outlined by supervisor
- Other duties as assigned by supervisor.
MINIMUM QUALIFICATIONS
- Bachelor’s degree prior to start date
- Enrolled at least part-time in a Higher Education Student Affairs/College Student Development and Counseling/Racial and Social Justice or related graduate programs
- At least one year of experience working as part of a residence hall, peer counseling, or another student affairs functional area
- Experience that demonstrates sensitivity and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of first generation college students
- Demonstrated commitment to social justice, equity, and inclusion

PREFERRED QUALIFICATIONS
- Possess assertive leadership skills and the ability to work in a team
- Possess effective communication skills in order to successfully approach people, mediate problem situations, and enforce policies
- Must be easily approachable, friendly, and able to establish rapport with residents
- Ability to use authority with discretion and exercise good judgment
- Must be able to maintain confidentiality of sensitive student information
- Effective community development and programming experience
- Crisis management experience
- Fluency in a second language particularly Spanish, Cape Verdean Creole, Haitian Creole, Vietnamese, Mandarin, or Cantonese

TERM OF EMPLOYMENT
This is a minimum twenty (20) hour per week, eight-month position, running from mid-August to mid-May. Start/end dates are flexible based on the graduate assistant’s schedule and needs of the department. Successful candidates will have the opportunity for renewal for an additional year; two-year commitments are preferred. Some evening and weekend work is required as schedule allows and in consultation with supervisor. Compensation includes on-campus housing, a meal plan, and a $5,000 stipend. Pine Manor College is located in Chestnut Hill, fifteen (15) minutes from Boston College.

SPECIAL REQUIREMENTS
Selected candidate will be subject to a Personal and Criminal background check prior to employment.

Pine Manor College is an Equal Opportunity Employer committed to being the place where a diverse mix of talented people want to come, to stay, and do their best work.