

Community Standards & Civility (CS&C)

Coordinator of Restorative Justice Programs

Qualifications for the Student Conduct Assistant position

- Bachelor's Degree
- Acceptance into a Graduate Program at the University of Dayton (College Student Personnel, Higher Education, or a related field is preferred)
- Enrolled in no more than 6 semesters and/or 8 quarter hours
- Successful completion of the interview process
- Acceptable disciplinary standing from undergraduate institution
- Acceptable academic standing from undergraduate institution
- Strong communication skills
- Strong administrative/organizational skills

Responsibilities

The Office of Community Standards and Civility is responsible to the University of Dayton community to assist in the resolution of student conduct cases as described in the University of Dayton Standards of Behavior. The primary role of the Office of Community Standards and Civility Coordinator of Restorative Justice Programs will be to assist in the management of student conduct issues as they arise in the office as well as serve as the primary coordinator for restorative justice programming. The Standards of Behavior exist to protect the rights of the University of Dayton community. Each standard has been created in partnership with students, faculty, and staff. The Office of Community Standards and Civility, in upholding these standards, utilizes an educational philosophy through (1) developmental sanctioning, (2) peer based hearing boards, (3) trained adjudication officers and hearing board members, and (4) educational opportunities that relate to community, civility, and responsibility. Additionally, the graduate assistant will be cross trained in order to gain a skill set for each role in the student conduct system.

Duties Include

- Research and develop restorative justice programming and resolution methods in collaboration with the conduct system.
- Establish structures and sustainable systems to create, manage, and implement more restorative practices within the student conduct system.
- Create and provide restorative justice training for student conduct professionals, volunteers and collaborative offices.
- Assist in the general daily work of the office of Community Standards and Civility with regards to managing phone calls, parent concerns, follow up with students.
- Develop and oversee the return from suspension process
- Assist in the maintenance and management of federally protected student conduct records.
- Assist in the management of the student diversion programs (Blueprint, STAMP).
- Serve as a trained University Hearing Board member in a limited capacity. Other duties as assigned by the Director of Community Standards and Civility, such as creating reports, preparing presentation materials, and performing daily office tasks.
- Office hours 20 hours per week.

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$14,686/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

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