



WILLIAM & MARY

CHARTERED 1693

Graduate Assistant for Student Accountability & Restorative Practices Community Values & Connection Division of Student Affairs

Position Overview

The Graduate Assistant for Student Accountability & Restorative Practices (SARP) is an integral member of the staff with responsibility for student development and support within a transformative restorative framework. The GA assists in management of the conduct and honor system including meeting with students in developing restorative action plans and resolving conduct reports. The GA also assists with advising the Student Conduct Council and the Undergraduate Honor Council, and helps with training, record-keeping, assessment, website and social media resources, and the compilation of data reports.

Department Mission

We educate students by providing compassionate, fair, and equitable accountability through processes that provide students with agency and responsibility.

To accomplish this mission, we:

- Provide educational programs to maintain the university's community values;
- Promote a living and learning environment respectful of others and one that allows students and faculty members to pursue their educational goals;
- Address behavior that violates our community expectations, using the occasion to engage students in reflective learning to foster their personal development and develop a deeper understanding of the obligations that come with membership in an educational community;
- Where a student's action has created harm to self, others, or the community, we provide students the opportunity to identify and repair the harm and restore themselves and the community.

Compensation / Benefits

- This assistantship qualifies a full-time student for the in-state tuition waiver
- For students enrolled in the Higher Education program:
 - Tuition subsidy (student pays \$2,500/year in tuition)
 - \$16,500 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto student account to for parking pass, meals, or other student expenses
- For non-Higher Education students:
 - School of Education tuition (in-state rate) + \$5,000 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto student account to for parking pass, meals, or other student expenses

Position Elements

<input checked="" type="checkbox"/> Mostly 9 a.m. -5 p.m. work	<input checked="" type="checkbox"/> Occasional night/evening work
<input type="checkbox"/> Frequent night/evening work	<input checked="" type="checkbox"/> Weekend work: Occasional
<input type="checkbox"/> Hires student workers	<input type="checkbox"/> Supervises / evaluates student workers
<input checked="" type="checkbox"/> Frequent student interaction	<input checked="" type="checkbox"/> Leads training sessions for students
<input checked="" type="checkbox"/> Advises individual students	<input checked="" type="checkbox"/> Advises student organizations
<input type="checkbox"/> Budget management	<input checked="" type="checkbox"/> Event/program management
<input checked="" type="checkbox"/> Individual workspace	<input type="checkbox"/> Shared workspace
<input checked="" type="checkbox"/> Independent work	<input checked="" type="checkbox"/> Collaborative / group work
<input checked="" type="checkbox"/> Conference/workshop funding available	<input checked="" type="checkbox"/> May take internship at same time as GA
<input checked="" type="checkbox"/> Opportunity for committee work	<input type="checkbox"/> Opportunity for summer employment

Additional elements:

- Office hours are 8 a.m. – 5 p.m., with occasional evening or weekend work; the GA will attend at least two meetings/month of the Student Conduct Council and/or the Undergraduate Honor Council (typically evening/weekend).
- Position allows for flexibility within scheduled GA work hours
- Opportunities exist for local and regional travel representing the department

Position Responsibilities

- Reporting to the Assistant Director of SARP, the Graduate Assistant is responsible for assisting with the overall administration of the university's conduct and honor systems, including restorative practice initiatives.
- The Graduate Assistant serves as a case administrator in conduct cases, investigating allegations and resolving them consistent with the university's Student Code of Conduct and restorative framework.
- In partnership with student respondents, the Graduate Assistant develops restorative action plans and facilitates restorative practices, including reflective conversations and facilitated dialogues.
- The Graduate Assistant also assists the Director and Assistant Director in training other case administrators, developing and delivering educational programming and serving as an advisor to the Honor and Conduct Councils.
- On occasion, the Graduate Assistant conducts research related to issues in student conduct and restorative practices.
- The Graduate Assistant works closely with other members of Student Affairs, including the William & Mary Police Department, Residence Life and other university administrative offices.

Preferred Qualifications

- An interest in higher education, student development, and restorative practices;
- Strong academic performance at the undergraduate and graduate levels;
- Excellent oral and written communication skills, particularly interpersonal communication skills;
- Leadership ability and experience with student organization leadership;
- Experience presenting before diverse audiences;
- Experience with Microsoft Office, including MS Excel (running basic queries, sorting and filtering of data, etc.)
- Experience with web page design and maintenance and/or the desire to learn about it;
- Demonstrated organizational skills and a pattern of following-through on projects;
- and A commitment to developing a community with high standards of academic and personal conduct.

Direct Supervisor

Marc Sloan, JD

Assistant Director, SARP

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757-221-2509

Interested applications are welcome to contact the supervisor with any questions.