



## Job Description

### JOB DETAILS

**Job Title:** Coordinator of Peace and  
Conflict Studies Program

**Department:** Dean of the College

**ID:** DEAN\_CoordPeaceStdy

**Title of Supervisor:** Associate Dean of the College

**Date Completed:** 01/16/2014

### JOB SUMMARY

Provide coordination of programming and administrative support for the Peace and Conflict Studies Program. Assist in the integration of alternative dispute resolution and restorative justice practices in the college community.

### ESSENTIAL JOB RESPONSIBILITIES

Responsibility	% of Time
<b>Work with the PACSP Committee</b> Work with the PACSP Committee faculty chair to: Plan and coordinate events, attend meetings, keep meeting minutes, Follow through on decisions made during meetings, Monitor and create yearly fiscal budget.	45%
<b>Plan and coordinate conference</b> Plan and coordinate the biennial Student Peace Studies Conference.	20%
<b>Assist in incorporating alternative dispute resolution</b> Assist in incorporating alternative dispute resolution and restorative justice practices on campus by working with Student Affairs and the Ombuds Office.	15%
<b>Promote the Peace Studies Program on and off campus</b> Maintain website and Facebook Page and other social media as needed (could be with student help), Foster contact with Peace Studies alums, Maintain Peace and Conflict Studies Interdisciplinary Study Theme and encourage faculty awareness of and involvement in Peace Studies, Develop relationships with other centers, programs and offices on campus, Develop relationships with Peace Studies Programs on other campuses.	15%
<b>Administer student internship program and Davis Projects for Peace</b> In coordination with the CLS, advise students, coordinate review of application process and follow up during and after internship experience. Promote and administer the Davis Projects for Peace competition on campus, including advising students, coordinating review of applications, and followup after the project has been implemented.	5%

**GENERAL RESPONSIBILITIES**

1) Maintain regular and reliable attendance. 2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources. 3) Understand and comply with the policies of the College Staff Handbook. 4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs. 5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals. 6) Protect confidentiality of College information. 7) Provide leadership to others through example and sharing of knowledge/skill. 8) Communicate with others in a courteous and helpful manner. 9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing. 10) Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Yes

No

Does this job have supervisory responsibilities?  X  
(place an "x" in the appropriate box)

Place an "x" in the appropriate box

If yes, how many?

Student Staff  X

Non-exempt

Exempt

If "Student Staff" - Approximately how many total hours of student staff? not more than 40 hrs/semester

**LEADERSHIP:**

Do Not Enter

**SUPERVISION RECEIVED**

Do Not Enter

**General Direction:**

receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or department policy guidelines using independent judgment in achieving assigned objectives.

0%

**EDUCATION**

Degree/Diploma

Program of Study

Required/Preferred

Bachelors

Required

**Additional Educational Requirements**

A demonstrated interest in peace and conflict studies.

**EXPERIENCE****Do Not Enter:**

One year or more

0%

**COMPUTER OPERATIONS****Do Not Enter:**

Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

0%

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license is required.

**TRAVEL****Do Not Enter**

Occasional overnight travel (up to 20%) by land and/or air.

0%

**ADDITIONAL INFORMATION OR QUALIFICATIONS**

Excellent organizational skills, some experience with mediation, conflict resolution, or restorative justice preferred.

**ESSENTIAL FUNCTION ANALYSIS**

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

**MENTAL/COGNITIVE REQUIREMENTS**

	Under 1/3	1/3 to 2/3	Over 2/3
Analyzing information or data		X	
Effective communication skills (written and verbal)			X
Composing & comprehending communication materials (written and verbal)		X	
Establishing effective interpersonal relationships			X
Adjusting to changes (work load, environment, department structure, etc.)	X		
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.		X	
Making decisions of moderate to substantial consequence			X
Performing mathematical calculations	X		

Editing reports or technical materials	X
Planning and organizing (work load, schedules, events, etc.)	X

	Under 1/3	1/3 to 2/3	Over 2/3
Handle stressful, emotional and/or frustrating situations			X
Working with numerous distractions		X	
Working under a time pressure and within timelines/deadlines		X	
Coordinating work with others		X	
Handling multiple assignments and priorities			X
Completing work in an accurate manner			X
Concentrating - maintaining attention to details and tasks			X
Memory functions (remembering names, details and procedures)			X

## PHYSICAL REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Stand	X		
Walk	X		
Sit			X
Ability to walk up or down stairs			X
Use hands to finger, handle, or feel	X		
Reach with hands and arms			
Climb or balance			
Stoop, kneel, crouch, or crawl			
Talk or hear			X
Taste or smell			
	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	X		
Up to 25 pounds	X		
Up to 50 pounds			
Up to 100 pounds (with an assisted device)			
More than 100 pounds (with an assisted device)			

## GENERAL PHYSICAL REQUIREMENTS

Do Not Enter

Light physical activity performing non-strenuous daily activities.

0%

## VISION REQUIREMENTS

	Do Not Enter
No vision Requirements	0%

## WORK ENVIRONMENT

	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			
Extreme cold (non-weather)			
Extreme heat (non-weather)			
Outdoor weather conditions			
Work near moving mechanical parts			
Work in high, precarious places			
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)			
Toxic or caustic chemicals			
Work with explosives			
Risk of electrical shock			
	Under 1/3	1/3 to 2/3	Over 2/3
Vibration (i.e. operating jackhammer, impact wrench)			
Risk of radiation			
Confined Spaces			

## ENVIRONMENTAL CONDITIONS

	Do Not Enter
Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.	0%

## TYPICAL NOISE LEVEL

	Do Not Enter
Moderate noise (examples: business office with computers and printers, light traffic)	0%

## ADDITIONAL INFORMATION

### Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform the essential functions of this position. I agree to

comply with college policies and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law, unsafe work practices, sexual harassment, discrimination or other misconduct to my immediate supervisor or other designated college officials. I further understand that should I have a workplace injury, I will report it to my supervisor and/or the Office of Human Resources immediately. As an employee, I will strive to uphold the mission and core values of Grinnell College. I understand that my service to the institution contributes to the teaching and learning environment. I am aware that I act, in some ways, as a model and informal mentor to students and that my interactions with students, parents, prospective students, alumni, and the public in general reflects on the college.