**Conflict Resolution Specialist**

Phillips Academy is seeking a conflict resolution specialist to manage the response and/or investigation into student allegations of bullying, hazing, discrimination, harassment, and sexual misconduct, as well as to support the respectful treatment of all community members, consistent with the Academy’s policies and core values.

This is a full-time exempt staff position reporting to the Academy’s General Counsel. The position will require significant prior experience working with adolescents, as well as a working knowledge of workplace laws and mediation/conflict-resolution skills. The successful candidate will oversee and coordinate investigations into student concerns about bullying, hazing, discrimination, harassment, and sexual misconduct. This role will also help to develop and implement educational programs regarding the prevention of bullying, hazing, discrimination, harassment, and sexual misconduct, ensuring faculty and students understand the Academy’s policies and, where applicable, responsibilities under the law. In the role of conflict resolution specialist, the successful candidate will listen to and coach faculty and staff on how to deal with difficult and sensitive workplace conflicts. The successful candidate will be expected to practice and develop cultural competence in the exercise of their duties.

The successful candidate must be available as needed during the evening and on weekends to accommodate student and faculty schedules and the Academy’s residential setting, as well as be able to maintain appropriate home office and technology to effectively communicate with students and colleagues outside of normal business hours. The successful candidate should be familiar with federal and state laws related to bullying, hazing, discrimination, harassment, and sexual misconduct, as well as the mandatory reporting laws and process in Massachusetts. The successful candidate must be able to investigate and analyze information, draw conclusions, and summarize those conclusions clearly, effectively, and in a timely manner. Superior verbal and written communication skills, including being an excellent listener, are required. Strong interpersonal skills and ability to work effectively with a wide range of constituencies in a diverse community also are required.

**MINIMUM JOB QUALIFICATIONS:**

* Bachelor’s degree required; advanced degree in relevant field preferred (e.g., JD, HRM, MSW, etc.)
* At least 5 years of experience investigating claims involving bullying, hazing, discrimination, harassment, and/or sexual misconduct. Investigating within an educational setting or for education clients preferred.
* Skilled mediator with specific training and experience in conflict resolution/ombuds-like practices at another institution.
* Training in restorative justice practices preferred.
* Experience working in a diverse community.

A full job description will be provided to selected candidates in advance of interview.

**If interested, please apply online at** <http://www.andover.edu/employmentopportunities>**.**

Phillips Academy is an equal opportunity employer. Phillips Academy is an intentionally diverse and inclusive residential community “committed to creating an equitable and inclusive school in which students from diverse backgrounds, cultures, and experiences—including race, ethnicity, nationality, gender, socioeconomic class, sexual orientation, gender identity, religion, and ability—learn and grow together.” The ideal candidate supports the inclusive and diverse nature of the community. Any offers of employment will be contingent upon successful CORI/SORI and fingerprinting background checks as well as unrestricted authorization to work in the United States.