Residential Leadership Graduate Assistantship Position Description

Position Summary
The Graduate Assistant (GA) position is a 10-month position. The primary functions of this position are to coordinate civic engagement opportunities, leadership development programs, and departmental programming. Emphasis is given to meeting with residents and student staff, coordinating educational programmatic initiatives, and advising student leaders. Furthermore, this GA will advise the University Housing Green Team to lead sustainability initiatives within the residence halls. The Residential Leadership GA reports to the Coordinator of Residential Leadership & Civic Engagement.

Conditions of Employment
- Must be approved by the graduate student’s department in order to receive tuition remission.
- Must be enrolled for no more than 12 credit hours.
- May not accept other employment on or off campus.
- May not be on academic internship status while working for University Housing.
- Appointments are for one academic year, although responsibilities begin late June and the appointment ends after spring semester closing of the residence halls in May. Summer employment may be available with returning staff given hiring priority.
- Reappointment is based on job performance, evaluation and continued enrollment.
- A criminal background check will be conducted.
- Must abide by the Ethical Standards set by the American Colleges and Universities Housing Officers International (ACUHO-I), the American College Personnel Association (ACPA), and the National Association of Student Personnel Administrators (NASPA).

Residential Leadership Graduate Assistant Job Responsibilities
General
- Foster a supportive and challenging multi-cultural environment through community programming and engaging with residents and student staff.
- Participate in professional, graduate and undergraduate student staff recruitment, selection and training.
- Participate in fall and winter staff training, professional development and student staff in-services as outlined by the Assistant Director for Community and Staff Development.
- Communicate, enforce and abide by all university and department policies and procedures.
- Serve on a minimum of two Residence Life committees or Task Forces.
- Attend weekly Professional Staff Development on Wednesdays at 10 am.
- Establish weekly office hours.
- Meet weekly, or as necessary, with the Coordinator of Residential Leadership & Civic Engagement.
- Perform additional duties related to leadership and civic engagement as assigned.

Residential Leadership
- Assist with the application & selection process of the Panther L.E.A.P! Program.
- Develop and conduct assessments of the Panther L.E.A.P! Program.
- Assist with the recruitment and training process of the Panther L.E.A.P! Mentors and Cohort Leaders.
- Serve as a resource for residential student leaders and advisors (RHA, NRHH, Hall Councils, etc.)
- Assist with the Hall Council Retreat each semester.

Civic Engagement
- Assist with the development and implementation of monthly civic engagement activities.
• Maintain accurate records of residential student participation in the civic engagement activities.
• Develop and conduct assessment of the civic engagement activities.
• Attend at least 2 civic engagement activities each semester.

Departmental Programming
• Assist with the management of the Panther CLAWS Volunteers during Move In.
• Assist with the coordination and implementation of the University Housing Welcome Programs.
• Assist in the planning and implementation of departmental programming.
• Develop and conduct assessment of departmental programs.
• Serve on the Programming Committee.
• Connect with department and resources outside of University Housing to form partnerships on the Programming Committee.

Preferred Qualifications:
• Previous on campus residence hall living experience.
• Experience with counseling or mediating conflict.
• Experience presenting programs, instructing classes or seminars.
• Familiarity with program assessment.
• Interest and Experience with Student Development.
• Understanding of leadership position within a Housing environment.
• Excellent verbal and written communication skills.
• Customer Service experience.
• Excellent organization and administrative skills.
• Experience with staff supervision, development and training.
• Knowledge of general security issues, a residence life duty system, policies and procedures in a college/university residence life environment.

Graduate Remuneration (live-off)
• $12,000 Total Compensation. For the months of July and August, the payment will be three bi-weekly payments which total $2,400. For the months of September –April, the payment will be $1,200 at the end of each month.
• Full in- or out-of-state tuition waiver–provided by graduate department. Approval is required from graduate student’s academic department.
• Partial meal plan -when classes are in session-, valued at $330.
• Parking at University Commons, valued at $800.00 for the academic year.

NOTE: Georgia State Graduate Student Employment policy requires enrollment in a mandatory health insurance program or provides proof of insurance.