

Job Title: Graduate Assistant (GA) **Department:** University Housing **Reports To:** Assistant Director, Residential Student Success and Retention

Dates: GAs are generally hired to serve on the University Housing Staff July-April. Summer is not part of the academic year appointment.

General Job Summary

The Graduate Assistant (GA) position is a 10-month position. The primary function of this position is to work with undergraduate student staff and residents to develop a comfortable community and assist them in their academic success and personal growth. Emphasis is given to meeting with residents and student staff, coordinating educational programmatic initiatives, and advising student leaders. Furthermore, this GA will assist in supervision of the First Year Residential Experience (FYRE) Mentors. This person will work with the Assistant Director for Residential Student Success and Retention to develop programming for the University Housing Learning Centers, which is to include tutoring, faculty/advisor office hours, and scheduled workshops by various GSU departments. The Academic Initiatives GA reports to the Assistant Director for Residential Student Success and Retention.

Minimum Requirements

A student who wishes to serve as a GA:

- Must be in good standing and approved by the graduate student's department in order to receive tuition remission.
- Must be enrolled for no more than 12 credit hours.
- Must work total of 20 hours per week
- 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 early July and the appointment ends after spring semester closing of the residence halls in May. Summer employment may be available with returning staff given priority.
- Reappointment is based on job performance, evaluation and continued enrollment.
- A criminal background check will be conducted.

Compensation and Benefits

- \$12,000 Total Compensation. For the months of July–April, the payment will be \$1200 at the end of each month.
- Full in- or out-of-state tuition waiver—provided on approval by graduate department
- Partial meal plan each semester (35 meals), when classes are in session, valued at \$630.
- *Please note that on-campus housing and parking are not included as part of compensation*

Preferred Qualifications

- Previous on campus residence hall living experience
- Experience with counseling or mediating conflict.
- Experience presenting programs, instructing classes or seminars.
- 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

Job Responsibilities

General

- Foster a supportive and challenging multi-cultural environment through community programming and engaging with residents and student staff
- Participate in professional and graduate staff recruitment, selection and training
- Participate in fall and winter staff training, professional development and student staff in-services
- Communicate, enforce and abide by all university and department policies and procedures
- Serve on a minimum of one Residence Life committee or task forces
- Attend weekly Professional Staff Development on Wednesdays, 9 a.m. – 11 a.m.
- Develop and conduct assessments of various programs/services pertaining to Academic Initiatives
- Perform additional duties related to Academic Initiatives as assigned.

Learning Centers

- Assist with the hiring process and staffing of the Learning Centers
- Assist with the management of the Student Assistants in the Learning Centers
- Assist with the overall upkeep of the Learning Centers
- Manage resources and equipment within the Learning Centers
- Assist with planning & implementation of training for students that work in residence hall Learning Centers • Order supplies for Learning Centers and monitor budget for Learning Centers
- Complete mid-year and yearly evaluations for Learning Center Staff

FYRE

- Conduct regular staff and one-on-one meetings with mentors
- Train, supervise and evaluate FYRE Mentors
- Manage programming efforts for FYRE program
- Coordinate logistics of Camp FYRE



Job Title: Graduate Assistant (GA) **Department:** University Housing **Reports To:** Coordinator of Residential Leadership & Civic Engagement

Dates: GAs are generally hired to serve on the University Housing Staff July-April. Summer is not part of the academic year appointment.

General Job Summary

The Graduate Assistant (GA) position is a 10-month position. The primary function of this position are to coordinate civic engagement opportunities, leadership development programs, and departmental programming. 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.

Minimum Requirements

A student who wishes to serve as a GA:

- Must be in good standing and approved by the graduate student's department in order to receive tuition remission.
- Must be enrolled for no more than 12 credit hours.
- Must work total of 20 hours per week
- 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 early July and the appointment ends after spring semester closing of the residence halls in May. Summer employment may be available with returning staff given priority.
- Reappointment is based on job performance, evaluation and continued enrollment.
- A criminal background check will be conducted.

Compensation and Benefits

- \$12,000 Total Compensation. For the months of July–April, the payment will be \$1200 at the end of each month.
- Full in- or out-of-state tuition waiver—provided on approval by graduate department
- Partial meal plan each semester (35 meals), when classes are in session, valued at \$630.
- *Please note that on-campus housing and parking are not included as part of compensation*

Preferred Qualifications

- Previous on campus residence hall living experience
- Experience with counseling or mediating conflict.
- Experience presenting programs, instructing classes or seminars.
- 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

Job Responsibilities

General

- Foster a supportive and challenging multi-cultural environment through community programming and engaging with residents and student staff
- Participate in professional and graduate staff recruitment, selection and training

- Participate in fall and winter staff training, professional development and student staff in-services
- Communicate, enforce and abide by all university and department policies and procedures
- Serve on a minimum of one Residence Life committee or task forces
- Attend weekly Professional Staff Development on Wednesdays, 9 a.m. – 11 a.m.
- Develop and conduct assessments of various programs/services pertaining to Academic Initiatives
- Perform additional duties related to Academic Initiatives as assigned.

Residential Leadership

- Assist with the application & selection process of the Panthers L.E.A.P Program.
- Develop and assess the Panthers L.E.A.P Program.
- Assist with the recruitment and training process of the Panthers L.E.A.P! Mentors and Cohort Leaders.
- Serve as a resource for residential student leaders and advisors (RHA, NRHH, Community Councils, etc.)
- Assist with the Community 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 assess 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, implementation and assessment of departmental programming.