

Georgia State University, founded in 1913, has a mission of excellence in teaching, research and service. Located in the heart of downtown Atlanta, Georgia State University is the Southeast's leading urban research institution and, following a recent consolidation with Georgia Perimeter College, has an enrollment of 50,000 undergraduate and graduate students in six colleges. Georgia State is the largest university in the state, with students coming from every county in Georgia, every state in the nation and from over 150 countries. It is on the list of the top 100 public universities for doctoral degrees awarded. GSU offers 250 degree programs in more than 100 fields of study – at the bachelor's, master's, specialist and doctoral levels. Georgia State is also ranked 14th among the most diverse universities in the nation and is ranked as the 2nd “most innovative” institutions in the US.

The Division of Students Affairs provides a network of support and encouragement for students through counseling, advocacy, advisement, recreation, health, leadership training, and opportunities for personal growth. Further, the Division seeks to provide an enriching environment that allows for and encourages cross-cultural interaction, an appreciation of diversity, and ethical decision-making.

The mission of University Housing is to provide quality on campus housing to enhance the personal growth and development of students. This is accomplished by offering modern, safe and secure facilities and opportunities for intellectual and social engagement and promoting purposeful interactions between residents and staff. Our residential communities include nine residence halls and nine Greek townhomes. We also have 12 living learning communities, a signature student leadership program, Panther LEAP, a cultural competency seminar, PAC3, and FYRE, a residential first year experience initiative. We engage our 5,500 residential students through practical competence, cultural competence, self-awareness and community engagement to cultivate global citizens.

General Job Summary:

The Graduate Assistant for Academic Initiatives is a 12-month position. The primary function of this position is to support the academic and student success initiatives for residential students in University Housing. Emphasis will be given to coordinating, supporting and assisting with student success initiatives, collaborating with the University Advisement Center and Student Financial Services and the management of the residential learning centers. Furthermore, the Graduate Assistant will assist with the supervision of the Learning Center Student Assistants. This individual will work with the Coordinator for Residential Learning Initiatives and Assistant Director for Residential Student Success & Retention to develop initiatives that support the academic and personal success of residential students. Initiatives include but are not limited to, online tutoring, residential curriculum, academic advising/financial aid appointments in the halls, collaboration with campus partners and assessment. The Graduate Assistant for Academic Initiatives will report to the Coordinator of Residential Learning Initiatives.

Minimum Requirements:

A student who wishes to serve as a Graduate Assistant:

- Must be in good standing and approved by the graduate student’s department in order to receive tuition remission
- Must be enrolled in no more than 12 credit hours
- Must work a total of 20 hours per week
- May not hold additional employment, on or off campus
- May not be on academic internship status while working for University Housing
- Appointment is from July-June, a full 12 months

- Reappointment is based on performance, evaluation, continued enrollment, academic and judicial standing
- A successful background check

Compensation and Benefits:

- \$14,400 stipend divided up over 12 months
 - Full in-state or out-of-state tuition waiver, provided approval of the graduate department
 - 35 meal block plan for fall and spring semesters
- *Note that on-campus housing and parking are not included*

Preferred Qualifications:

- Previous on campus residence hall living and/or work experience
- Experience with mediating conflict
- Experience developing and presenting programs, seminars or courses
- Experience developing, planning and implementing programmatic initiatives
- Excellent verbal and written communication skills
- Experience working in customer service
- Experience managing and overseeing budgets
- Excellent organization and administrative skills
- Experience with staff supervision, development and training
- Knowledge of general residence life policies and procedures in a college or university setting

Position Responsibilities:

General

- Foster a supportive, inclusive environment through community programming and contact with students and staff
- Responsible for implementing the residential curriculum, academic initiatives and services for residential students
- Establish and maintain communication with supervisor(s)
- Assist the Coordinator for Residential Learning Initiatives and Assistant Director for Residential Student Success and Retention in executing the goals of the functional area
- Participate in student, graduate and professional staff recruitment, selection and training
- Support, advise and make referrals to residential students as appropriate and follow up to ensure satisfactory resolution
- Serve on a minimum of one University Housing departmental committee
- Attend the residence life weekly staff meeting on Wednesdays from 9 a.m. – 11 a.m.
- Attend student staff meetings on Wednesdays from 4:30 p.m. – 6:30 p.m.
- Develop, implement and assess programmatic efforts focusing on the university's Quality Enhancement Plan (QEP), College to Career initiative
- Develop and conduct assessments of various programmatic services and initiatives pertaining to residential student success and retention
- Perform other duties as assigned related to Residential Student Success and Retention

Learning Centers/Academic Initiatives

- Assist with the recruitment, selection, training, supervision and evaluation of the Learning Center Student Assistants
- Assist with the overall upkeep and management of the Learning Center operations
- Create, maintain and monitor the schedules for the three Learning Centers
- Manage resources, supplies, technology and equipment within the Learning Centers

- Monitor and manage the supply budget for the Learning Center
- Monitor the Learning Center SharePoint account and respond appropriately to staff and resident concerns
- Assist with the mid-year and yearly evaluations of the Learning Center Student Assistants
- Conduct and attend monthly staff meetings
- Assist with the management of the Learning Centers reservations
- Organize University Advisement Center and Student Financial Services in-hall appointments each semester; this includes marketing of the events
- Market online tutoring service and evaluate monthly data reports provided by Tutor.com

University Housing is committed to maintaining a living and working community where all will feel welcome and productive. Georgia State University is an equal opportunity educational institution/affirmative action employer.