Job Title: Graduate Assistant (GA)  Department: University Housing  Reports To: Coordinator, Student Workforce Development

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 professional and undergraduate student staff and support all student employment processes within University Housing. Further, this person will assist in supporting the practical competence and personal development of student staff employed in the department. This person will work with the Coordinator for Student Workforce Development and Assistant Director for Residence Education and Staff Development, to strengthen a robust departmental student employment program including: planning of all timelines and processes of functional area, professional development for student staff, informational and educational programming, facilitation of presentations and trainings, and administration of student employment functions for University Housing. The Student Staff Selection and Training GA reports to the Coordinator for Student Workforce Development.

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 staff development and training
- Experience with group facilitation
- 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
• 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 Staff Hiring Processes
• Perform additional duties related to Student, Staff Selection & Training as assigned.

Staff Selection, Recruitment, Hiring & Training

• Assist with the hiring process and staffing of all student staff in University Housing
• Serve as a liaison with advisory responsibilities to student leader staff in the department
• Coordinate departmental student leader para-professional development
• Assist with the planning, training and implementation of the department’s behavioral based interviewing process
• Work directly with departmental technology including ErezLife to aid in the administration of student staff recruitment, selection and placement processes
• Assist with planning & implementation of training for students that work in University Housing

Administration

• Assist with the oversight of staff hiring administrative processes
• Coordinate academic improvement interventions and support for student staff
• Assist with data management and synthesis for student staff
• Facilitate student programming focused on student employment opportunities within University Housing
• Assist in managing communication and marketing initiatives for the Student Staff Selection & Training functional area
• Assist in developing and interpreting assessments for staff training and programmatic initiatives