Graduate Assistant of Student Engagement

Job Description & Application Instructions

**Reports to:** Coordinator of Student Services & Residence Hall  
**Dept:** Lambuth Student Services  
**Contact Person:** Emily Pilant – epilant@memphis.edu  
**Anticipated start date:** July 2021

**Position Overview & Summary of Job Function:**
Graduate Assistant of Student Engagement is an excellent opportunity for a graduate student who is interested in higher education or a related field. This is a live-in position and has the responsibility of assisting in the student development & engagement, programming, and administrative management of 1 residence hall of 100 students. This position will be involved in the recruitment, training, supervision, and evaluation of student leadership positions in Student Services and Residence Life. The Graduate Assistant may also have some responsibility of advising hall councils, administering the discipline process, and counseling and advising residents within the community, as well as assisting with campus activities and traditions.

**Applying**
The successful candidate will be committed to improving student engagement at UofM Lambuth. To this end, this individual must work effectively, respectfully, and collaboratively with a diverse range of peers, colleagues, and campus partners.

**To apply:**
- Complete our online application: [https://tinyurl.com/GAstudentengagement](https://tinyurl.com/GAstudentengagement)
- Submit your resume and cover letter detailing experience, and project/responsibilities you feel the most equip you for this position to epilant@memphis.edu.

*While the position will remain open until it is filled, priority will be given to applicants who submit applications by June 1st.*
**Duties & Responsibilities:**

- Assists in selecting, supervising, training and evaluating student employees and hall staff.
- Communicates, interprets, and administers residence hall living standards, the Student Code
- and other University policies and procedures pertaining to Residence Life.
- Facilitates on-site conflict resolution.
- Serves as a part of a primary leadership response team to provide crisis management and
- intervention and included in the on-call rotation.
- Provides leadership in the development and execution of training and development sessions and
- running meetings, including Residence Hall Staff Meetings, RSO Workshops, Inter-Club
  Council meetings, and Student Event Allocation process.
- Provides assistance to students and staff regarding personal, cultural, financial and
  academic
- issues and makes referrals to University and community agencies.
- Advises students, faculty, staff, and the public regarding University and Housing policies,
  procedures, rules and regulations.
- Participates as a member of the residence hall management team.
- Coordinates the planning of educational programs which emphasize multiculturalism,
  community development, conflict management and communication.
- Attends regular hall and departmental staff meetings.
- Plans and coordinates programs and dialogues that promote positive cross-cultural
  opportunities, in and out of the Residence Hall. • Assists with the coordination and
  management of opening and closing the residence hall.
- Performs room and building inspections.
- Creation and distribution of communications via StarRez, and assists in managing
  Student Services and Carney Johnston pages on TigerZone and social media platforms,
  and promotional materials.
- Performs miscellaneous job-related duties as assigned.
**Position Qualifications:**
- Must be enrolled and accepted as a full-time degree seeking graduate student.
- Must maintain a minimum cumulative GPA of 3.0 to hold the position.
- Maintain a clear judicial record with the Department of Housing and Residence Life and the Dean of Students' Office.
- Must sleep and live-in the assigned unfurnished two room suite with private bath in Carney-Johnston.
- Display leadership qualities or characteristics as evidenced by previous leadership experiences, recommendations, and evaluations.
- Display strong interpersonal skills through proven ability to interact effectively with others.
- Required to work 20 hours a week
- Experience in a residence hall or student affairs position preferred
- A two-year commitment is preferred

**Student Leadership and Professional Competencies:**
Students will have the opportunity to engage in work related activities which may increase their competencies in the following areas:
- **Learning & Reasoning** – i.e. Developing skills related to Marketing at a University, including branding standards, etc.
- **Professional & Strategic Planning** – i.e. Working to create a strategic social media calendar of when and what to post.
- **Communication & Digital Technology** – i.e. Becoming proficient in Microsoft Office, Outlook, Canva, Adobe, etc, and utilizing Social Media to its full potential.
- **Self-Awareness & Personal Behavior** – i.e. Developing a sense of responsibility and initiative without direct supervision.

**NASPA Professional Competencies:**
As a result of the experiential nature of this position, Graduate Assistants will become proficient in the following NASPA Professional Competencies:
- Advising and Supporting
- Assessment, Evaluation, and Research
- Ethical Professional Practice and Personal Foundations
- Leadership
- Student Learning and Development
Compensation & Benefits:

• This position is typically a ten-month appointment (July-May). Additional Summer Employment may be available depending upon budget availability.
• A biweekly stipend
• Campus apartment
• Meal plan
• Tuition remission