



# GRADUATE ASSISTANT RECRUITMENT GUIDE

2024-25



THE UNIVERSITY OF  
**MEMPHIS**®

Housing and Residence Life

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# WELCOME

Dear Prospective Candidate:

Thank you for your interest in a position with the Department of Housing and Residence Life at the University of Memphis. We have developed this recruitment guide to give you information about the Department of Housing and Residence Life and the University of Memphis. The guide includes descriptions of our graduate assistant positions, a summary of our compensation package, and a pictorial directory of our current staff and information about the Memphis community.

We are conducting international searches for our positions and are committed to identifying a culturally diverse pool of qualified candidates. We will be conducting both in-person and on-line interviews. For locations of in-person interviews, please visit the recruiting section of our website. We also encourage you to visit both our departmental website [www.memphis.edu/reslife/](http://www.memphis.edu/reslife/) and University website [www.memphis.edu/](http://www.memphis.edu/) for more information.

This is an exciting time to be a Tiger! We are in the process of finalizing a departmental reorganization which has been aimed at improving processes, providing additional support to our staff, strengthening stakeholder relationships, and enhancing the on-campus living experience. We are in the process of building our residential curriculum and with the recent return of Student Affairs, we expect to partner with key offices on campus to contribute to the wholistic student experience as we aim to improve student recruitment, retention, and graduation rates. We have engaged in a partnership with the Annex Group on a Public Private Partnership that is expected to open a new residence hall on the Park Ave campus in August 2026.

Thank you for your interest in our housing program. I look forward to hearing from you. Please feel free to contact me if you have any questions at [brian.rock@memphis.edu](mailto:brian.rock@memphis.edu) or 901.678.2295.

Thank you again, and Go Tigers Go!



**Brian Rock**

Director of Housing and Residence Life  
Division of Student Affairs  
University of Memphis



# ABOUT US



The University of Memphis was founded in 1912 as West Tennessee State Normal School. As we continue to grow throughout the years, students and faculty come from all over the world to be a part of the UofM experience. We welcome more than 21,000 students to campus every year and employ approximately 2,500 employees, including more than 1,000 full-time faculty.

## Accreditation

The University of Memphis is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor's, master's, educational specialist's, and doctoral degrees.

## Degrees

- 17 bachelor's degrees in more than 250 areas of study
- Master's degrees in 54 subjects
- Doctoral degrees in 26 disciplines
- Educational Specialist degree in 2 areas
- Juris Doctor (law degree)
- Graduate certificate programs in 44 areas of study

## Intercollegiate Sports

- Baseball
- Basketball, men's & women's
- Cross Country, men's & women's
- Football
- Golf, men's & women's

## Colleges & Schools

- [Cecil C. Humphreys School of Law](#)
  - [College of Arts & Sciences](#)
  - [College of Communication and Fine Arts](#)
  - [College of Education](#)
  - [College of Health Sciences](#)
  - [College of Professional & Liberal Studies](#)
  - [Fogelman College of Business and Economics](#)
  - [Graduate School](#)
  - [Herff College of Engineering](#)
  - [Kemmons Wilson School of Hospitality and Resort Management](#)
  - [Loewenberg College of Nursing](#)
  - [School of Communication Sciences and Disorders](#)
  - [School of Public Health](#)
- 
- Rifle
  - Soccer, men's & women's
  - Softball
  - Tennis, men's & women's
  - Track and Field, men's & women's
  - Volleyball

# ASCEND

## 2023-28 University Strategic Plan

### Mission

Produce well-rounded, successful graduates and cutting-edge research for the enrichment of our ever-changing society.

### Vision

To become a nationally recognized public research university.

### Goals

- 1 Aggressively Provide Access.**
- 2 Create Opportunities to Succeed.**
- 3 Outcome-Focused Academics.**
- 4 Strengthen Research Enterprise.**
- 5 Recruit, Retain, Reward & Recognize our People.**
- 6 Exemplify Operational Excellence.**
- 7 Generate & Steward Financial Resources.**

# #TIGERSLIVEHERE

The University of Memphis main campus offers eight (8) different communities, including Graduate and Student Family Housing for graduate students or students who are married and/or have families. International students transitioning and starting their collegiate careers are also directly supported by our Department. Further, we have an on-campus residence hall at our Lambuth campus.

We strive to provide an environment that is an inclusive residential experience through communities and programs designed for today's college student. We want to help prepare students for success through diverse and innovative living and learning environments. "We provide an experience, a home. Not just a dorm. Our students are, 'Living that Tiger Life!'"

## Residence Halls



### Rawls Hall

Rawls Hall is a six-story women's residence hall with a capacity for 304 women that offers community style living. Community bathrooms are available on each floor with individual showers and private facility stalls. It also includes amenities such as kitchenettes and lounge areas.

### Smith Hall

Smith Hall is a three-story women's hall with a capacity for 156 women that offers community style living. The community bathrooms, centrally located on each floor, contain individual showers and private facility stalls. There are kitchen areas on the first and second floor, an ice machine on the first floor and a 24-hour lounge area.





## South Hall

South Hall is a three-story male residence hall housing 166 residents with suite style bathrooms shared by two rooms. It offers a large 24-hour study lounge on the third floor, and the lobby includes a flat screen television and various sports tables such as pool and foosball.

## Living Learning Complex

The LLC is an all first-year residence hall. It houses 496 students and is comprised of two wings. Each wing has four floors, and each floor has three suites/pods with 10-12 rooms each. The rooms share seven private bath facilities, a sink/mirror area, and a community style kitchenette. The LLC is also home to our Honors Living Learning Community.



## Shirley C. Raines Centennial Place

Shirley C. Raines Centennial Place features 24 student apartments and 300 double occupancy rooms. The traditional rooms are in suites/pods of 10-12 rooms that share 6-7 private bathroom facilities. The hall includes a kitchenette, private study areas, and tutoring available in one of the classrooms throughout the Fall and Spring semester.





## **Carpenter Complex**

Carpenter Complex offers students the chance to live in apartment or townhouse style accommodations. It has private rooms and apartment amenities that differentiate it from traditional halls. Wi-Fi and utilities are included.

## **Park Avenue**

Park Avenue Apartments and Townhouses offers apartment/townhouse living with individual rooms and only one roommate. It is convenient for students with classes in the Community Health Building, and its apartment amenities differentiate it from traditional residence halls. Wi-Fi and utilities are included in costs.



## **Graduate/Student Family Housing**

GSFH offers apartments and townhouses for graduate students and students with families. The property includes a community center with an office, central laundry room, and vending machines. There is also an on-site swimming pool and playground.







## **Carney-Johnston/Lambuth Campus**

Carney-Johnston Hall is located on the University of Memphis Lambuth campus in Jackson, TN. It offers housing for 190 students with suite-style bathrooms.

There are study lounges on the second & third floor and a large living room on the first floor that can be used for social activities. Residents enjoy the included laundry facilities on every floor.

### **Living Learning Communities**

- Army ROTC
- Emerging Leaders
- Engineering
- First Scholars
- Honors College
- International Exchange
- Music
- Theatre & Dance

### **Amenities**

- Convenient Parking
- Included Laundry
- Kitchenettes
- Lounge Areas
- ResNet Internet & Tech Support
- Study Rooms
- Vending Machines
- 24-Hour Front Desk

## **Coming Soon...Fall 2026**

### **The Park Avenue Project**



The Park Avenue Project will provide approximately 500 beds in a four-story facility aimed at providing upper-class students with an enhanced living experience on campus. The facility will include studio, 2-bed/2-bath, and 4-bed/4-bath apartments with each bedroom having its own private bathroom and shared kitchens and laundry in every unit. The facility will also have study spaces, a grab-and-go food option, and a flexible common area clubhouse for social events, programming, and studying.

# GRADUATE ASSISTANTSHIPS

## Housing and Residence Life Mission Statement

We provide a customer friendly, on-campus residential community focusing on academic success, campus engagement, and personal growth in a safe, quality environment for students, campus, and community partners.

## Qualifications

- Acceptance as a full-time student in one of the University's academic programs (Higher & Adult Education program or Counseling program preferred)
- Residence hall and/or undergraduate leadership experience

## General Responsibilities

- Live in and provide leadership for a university community
- Serve as a housing and residence life level hearing officer for lower-level conduct
- Encourage an environment that supports the respect and dignity of individuals
- Engage in quality administrative practices to support departmental functions
- Serve on an on-call duty rotation and effectively assist in management of crisis situations per established protocols
- Serve on departmental committees and taskforces
- Work 20 hours per week, including occasional nights and weekends. Additional hours may be required during peak times (opening, closing, training)
- Be considered essential university personnel
- Other duties as assigned



## **HRL Student Conduct Graduate Assistant**

The primary function of this role is to assist the department in student conduct and serve as a resource of information to students, parents, and other constituents. Performance of tasks related to this position will typically occur during normal business hours.

Duties include the following:

- Serve as a housing and University-level hearing officer for lower-level conduct
- Maintain accurate conduct records and files in the Maxient conduct system
- Coordinate and facilitate formal and informal adjudication of housing and University conduct violations
- Develop and implement presentations on Student Housing Policies
- Provide administrative support for the Department of Housing and Residence Life
- Serve in residence hall on call/duty rotation
- Develop and present training sessions to all levels of staff--undergraduate, graduate and professional

## **HRL Leadership Development Graduate Assistant**

Under the supervision of the Assistant Director of Residence Life, the Leadership Development GA serves as a primary advisor to the Residence Hall Association (RHA) Executive Board.

The RHA is the student-run residential advocacy and programming group within the residence halls. As a GA for RHA, you will be responsible for working with a dynamic group of students as they tackle change within the department through legislative means, provide service opportunities to residents throughout the Memphis community, and provide programming opportunities to the students living on campus.

Duties include the following:

- Train and develop the RHA executive team during Fall and Spring training
- Work with members of RHA on program development and implementation and legislation writing and presentation
- Mentor RHA members through one-on-one meetings
- Attend weekly RHA meetings and Regional/National conferences

Working with RHA is a great opportunity for anyone who enjoys working directly with student leaders. It provides them an opportunity to develop their advising, leadership development, and critical thinking skills. While being a previous student leader or member of an RHA is not required, it is helpful for the duties within the position.

## **HRL International Student Services Graduate Assistant**

The primary function of this position is to assist the International Student Services Coordinator (ISSC) in working with international students attending the University. Duties include the following:

- Assist with the recruitment of international students through recruitment events and the development of media and information for distribution
- Assist with communication of relevant housing and residence life information to international students (both prospective and current)
- Ensure spaces are ready and available upon check-in for international students
- Assist in getting students connected to the UofM campus
- Assist the ISSC in providing programming opportunities for international students
- Serve in residence hall on call/duty rotation
- Assist the ISSC in coordinating local travel opportunities of international students
- Assist the ISSC in the implementation of an international student orientation program
- Supervise the University of Memphis Community Ambassadors at Yugo
- Respond to emails in the International Housing inbox
- Assist in the creation of flyers and infographics for events and programming
- Assist in creating assignments for international students via StarRez
- Communicate with Yugo Memphis Southern staff regarding the status of rooms, programming, and other events

## **HRL Residential Care Coordinator**

The purpose of this position is to assist in the case management of the Behavioral Intervention Team (BIT) residence life cases by promoting holistic student wellness and providing early support and follow-up for complex situations involving students of concern. Duties include the following:

- Attend weekly BIT meetings
- Maintain departmental BIT records to ensure all correspondence, notes, and action items are accurately documented
- Provide appropriate timely contact to students to communicate next steps
- Track and document follow-up activities with students as they work through individualized recommendations and interventions as determined by BIT and providing referrals to campus resources
- Follow-up with individuals submitting BIT reports for additional information
- Ensure information sharing procedures comply with FERPA and University Policies

## Benefits

- Tuition waiver up to 20 hours per calendar year (for certain programs)
- Approximately \$1,000 per month stipend (10-month agreement)
- Health insurance through the University (100% coverage of annual premium!)
- Partial meal plan
- Professional Development opportunities
- Furnished apartment during employment period
- Potential opportunity for summer employment

## How to Apply

Apply by clicking the link or scanning the QR code below!

[memphis.co1.qualtrics.com/jfe/form/SV\\_bgCy5ateORv5lfl](https://memphis.co1.qualtrics.com/jfe/form/SV_bgCy5ateORv5lfl)



## Graduate School

The University of Memphis Graduate School offers over 120 graduate programs, which means a wealth of academic choices for you. Use the links below to learn more!

- Graduate School Programs: [memphis.edu/gradschool/programs/index.php](https://memphis.edu/gradschool/programs/index.php)
- Admissions Requirements: [memphis.edu/graduateadmissions/future/admission-requirements.php](https://memphis.edu/graduateadmissions/future/admission-requirements.php)
- Apply Now: [memphis.edu/graduateadmissions/future/apply\\_grad.php](https://memphis.edu/graduateadmissions/future/apply_grad.php)
- Contact Information: [memphis.edu/gradschool/contact/index.php](https://memphis.edu/gradschool/contact/index.php)

# MEET THE TIGERS

## Senior Housing Administration



**Brian Rock**  
Director of Housing and  
Residence Life  
[brian.rock@memphis.edu](mailto:brian.rock@memphis.edu)



**Vacant**  
Senior Associate Director



**Amma Harris**  
Business Officer  
[atmcgee@memphis.edu](mailto:atmcgee@memphis.edu)



**Tony Johnson**  
Assistant Director - Facilities  
[tjohnsn5@memphis.edu](mailto:tjohnsn5@memphis.edu)

## Housing Administration



**Shavon Hill**  
Senior Housing Specialist  
[shavon.hill@memphis.edu](mailto:shavon.hill@memphis.edu)



**Jordan Poole**  
Housing Specialist  
[jlpoole3@memphis.edu](mailto:jlpoole3@memphis.edu)



**Vera Perry**  
Administrative Secretary  
[vmartin1@memphis.edu](mailto:vmartin1@memphis.edu)



**Ada Waddell**  
Housing Systems Program  
Coordinator  
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**Cori Jones**  
Marketing and Outreach  
Coordinator  
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**Christopher Clark**  
International Student Services  
Coordinator  
[c.clark@memphis.edu](mailto:c.clark@memphis.edu)

# Housing Administration



**Nina Townes**  
Financial Services Associate  
[nvtownes@memphis.edu](mailto:nvtownes@memphis.edu)



**Elexsis Spight**  
Financial Services Associate  
[e.spight@memphis.edu](mailto:e.spight@memphis.edu)



**Kimberly Henderson**  
Office Coordinator  
[k.henderson@memphis.edu](mailto:k.henderson@memphis.edu)



**Bruce Lipford**  
Facilities Manager  
[bdlpford@memphis.edu](mailto:bdlpford@memphis.edu)



**Keziah Sanders**  
Office Coordinator - Facilities  
[kcsndrs1@memphis.edu](mailto:kcsndrs1@memphis.edu)



**Vacant**  
Project Manager - Facilities

# Residence Life Staff



**George Hill**  
Assistant Director  
[george.hill@memphis.edu](mailto:george.hill@memphis.edu)



**Alexandria Bassett**  
Assistant Director  
[bassett2@memphis.edu](mailto:bassett2@memphis.edu)



**Brooks Marion**  
Residence Life Coordinator  
Shirley C. Raines Centennial  
Place  
[jbmriion1@memphis.edu](mailto:jbmriion1@memphis.edu)



**Sondre Brown II**  
Residence Life Coordinator  
Carpenter Complex  
[scbrown5@memphis.edu](mailto:scbrown5@memphis.edu)

# Residence Life Staff



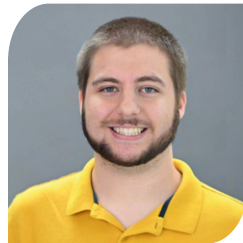
**Quinn Lewis**  
Residence Life Coordinator  
Rawls/Smith  
[qmlewis@memphis.edu](mailto:qmlewis@memphis.edu)



**Vacant**  
Residence Life Coordinator  
Living Learning Complex



**Corey Frazier**  
Residence Life Coordinator  
GSFH/Park Ave & South  
[cfzer15@memphis.edu](mailto:cfzer15@memphis.edu)



**Grant Ross**  
Residence Life Coordinator  
Carney-Johnston (Lambuth)  
[gross1@memphis.edu](mailto:gross1@memphis.edu)



**Mahima Sureka**  
Graduate Assistant  
International Student  
Services



**Vacant**  
Graduate Assistant  
Residence Hall Association  
Advisor



**Hima Bindu Kodali**  
Graduate Assistant  
Residential Care Coordinator



**Johnpaul Anamege**  
Graduate Assistant  
Student Conduct

# Technical Support



**Charlotte Puckett**  
Local Technical Support  
Provider II  
[cpckett4@memphis.edu](mailto:cpckett4@memphis.edu)



# “WALKING IN MEMPHIS”

**Memphis Museum of  
Science & History**



**National Civil Rights Museum  
at the Lorraine Motel**



**Bass Pro Shops  
at the Pyramid**



**Graceland:  
The Home of Elvis Presley**



**Memphis Botanic Garden**



**Beale Street Memphis**



**Memphis Zoo**



**Memphis Rock 'n' Soul Museum**



\*Click the images above for more information\*

# CONTACT US



For questions about our open positions, you can reach us by email at [recruitreslife@memphis.edu](mailto:recruitreslife@memphis.edu) or phone at 901.678.2295

## **Main Office**

Shirley C. Raines Centennial Place, Suite 175

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Fax: 901.678.5219

## **Mailing Address**

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