



THE UNIVERSITY OF
MEMPHIS

HOUSING AND RESIDENCE LIFE



GRADUATE ASSISTANTSHIP GUIDE

2026-27

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WELCOME

Dear Prospective Candidate:

Thank you for your interest in becoming a Memphis Tiger! We are conducting international searches for our positions and are committed to identifying a varied and highly qualified candidate pool. We will conduct both in-person and virtual interviews. We encourage you to visit both our departmental website memphis.edu/reslife/ and University website memphis.edu/ for more information about the Memphis community.

We created this recruitment guide to help you get to know the University of Memphis and the Department of Housing and Residence Life. You'll find an overview of the University, insights into our department and division, descriptions of the graduate assistant positions, and a glimpse into life beyond campus. This guide is designed to give you a well-rounded look at who we are, what we value, and what it's like to live, learn, and work at the UofM.

This is an exciting time to be a Tiger! We are experiencing a period of growth and transformation aimed at strengthening our operations and enhancing the residential experience. With our recent departmental reorganization, we have improved internal processes, expanded support to our staff, strengthened stakeholder relationships, and enhanced the overall on-campus living experience.

We have also developed a comprehensive residential curriculum and, with the support of the Division of Student Affairs, are actively collaborating with key campus offices to support the wholistic student experience. Through these efforts, we strive to improve student recruitment, retention, and graduation rates while continuing to build a vibrant, inclusive, and supportive residential community.

Thank you again 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 or 901.678.2295.

Go Tigers Go!



Brian Rock

Executive Director of Residential & Dining Services
Division of Student Affairs
University of Memphis



ABOUT US



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
- Education Specialist degree in 2 areas
- Juris Doctor (law degree)
- Graduate certificate programs in 44 areas of study

Intercollegiate Sports

- Baseball / Softball
- Basketball, men's & women's
- Cross Country, men's & women's
- Football
- Golf, men's & women's
- Rifle, men's & women's
- Soccer, men's & women's
- Track and Field, men's & women's
- Volleyball

The University of Memphis was founded in 1912 as West Tennessee State Normal School. We welcome more than 21,000 students to campus every year. Students and faculty come from all over the world to be a part of the UofM experience. The campus boasts 25 Chairs of Excellence and five state-approved Centers of Excellence.

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](#)

MISSION & VISION

Housing and Residence Life

Mission

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.



Division of Student Affairs



Mission

The Division of Student Affairs creates intentional pathways of connection where every student belongs, develops and thrives.

Vision

The Division of Student Affairs aspires to create a culture of authentic care, belonging and lifelong learning in pursuit of a thriving community.

Ascend: 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.

#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 located in Jackson, TN.

We strive to provide 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.



#TIGERSLIVEHERE



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.



#TIGERSLIVEHERE



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.

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.



Victory Park

Victory Park is our newest residence hall (Fall 2026) 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 first residence hall of its kind on our campus!



#TIGERSLIVEHERE



Carney-Johnston (Lambuth)

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

- Emerging Leaders
- Engineering
- First Scholars
- Honors College
- Kemmons Wilson School
- Music
- ROTC
- Theatre & Dance

Amenities

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



GRADUATE ASSISTANTSHIPS

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
- Demonstrate knowledge of campus and community resources
- 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)
- Attend weekly meetings with your supervisor and weekly departmental meetings
- Assist Residence Life in the performance of administrative duties to maintain operations, such as check in and check out, recordkeeping, etc.
- Be considered essential university personnel
- Other duties as assigned

Positions Offered

- HRL Student Conduct Graduate Assistant
- HRL Leadership Development Graduate Assistant
- HRL International Student Services Graduate Assistant
- HRL Residential Curriculum Graduate Assistant

GRADUATE ASSISTANTSHIPS

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. 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.

GRADUATE ASSISTANTSHIPS

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
- Supervise the University of Memphis Community Ambassadors
- 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

HRL Residential Curriculum Graduate Assistant

The purpose of this position is to serve two vital functions within the department of HRL:

1. Assist in case management by providing early support and follow-up for complex situations involving students of concern.
2. In collaboration with the Senior Associate Director of Housing and Residence Life, provide oversight for the development and implementation of a Residential Curriculum for Housing and Residence Life and the Division of Student Affairs.

Duties include the following:

- Maintain departmental Behavioral Intervention Team (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 provide referrals to campus resources
- Follow up as needed with individuals submitting BIT reports for additional information

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GRADUATE ASSISTANTSHIPS

- Ensure information sharing procedures comply with FERPA and University Policies
- Develop intentional student interactions and learning strategies focused on the curricular experience that seek to create a meaningful residential experience and assess curriculum through the ongoing development of lesson plans
- Provide support to residential communities and academic initiatives as outlined by the department
- Assist in the development and implementation of a comprehensive assessment and evaluation plan for the department including the assessment of student learning, satisfaction, needs assessment, and benchmarking
- Write assessment reports & narratives that share the HRL story with key stakeholders
- Provide training & mentorship to residential staff members on assessment practice
- Assist Residence Life leadership in planning and implementation of housing-wide programming, such as Welcome Week events, the Signature Spring Event, etc.
- Assist with the implementation, facilitation, assessment, and evaluation of programs, events, and strategies rooted in a curricular approach

****Additional Residential Curriculum Position-Specific Preferred Qualifications:***

- Some experience working in a curricular model in student affairs or classroom
- Some experience with assessment and data analysis

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

“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 or phone at 901.678.2295

Main Office

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housing@memphis.edu
Phone: 901.678.2295
Fax: 901.678.5219

Mailing Address

Housing and Residence Life Main Office
University of Memphis
3615 Central Ave. Suite 175
Memphis, TN 38152-3520

Staff List

memphis.edu/reslife/about/hallstaff.php

"I learned so much as a GA in Housing and Residence Life. I gained crisis management skills, built my patience, and learned to collaborate across departments. I was also introduced to students with different cultures than my own, and it was so amazing to learn more about them!"

Harley SouthMayd

*International Student Services GA
August 2022 - December 2023*

*For more GA testimonials, visit memphis.edu/reslife/about/graduateassistant.php



THE UNIVERSITY OF
MEMPHIS®

The University of Memphis is an Equal Opportunity/Affirmative Action University.
It is committed to the education of a non-racially identifiable student body. FY2223-UOM394/5C