



Graduate Assistant

Application Information

2024-25 Academic Year



Department of 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.

Housing and Residence Life: Graduate Assistant (Student)

Department Information

The University of Memphis Department of Housing and Residence Life accommodates approximately 3000 students in 5 residential communities located in traditional, contemporary, and apartment facilities.

Position Summary:

Qualifications:

- Acceptance as a full-time graduate 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 on 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
- 20 hours per week, including occasional nights and weekends. Additional hours may be required during peak times (opening, closing, training)
- Considered essential university personnel
- Other Duties as assigned

Specific Areas of Responsibilities:

Housing and Residence Life is currently looking for four (4) outstanding individuals to work in the following areas:

- Student Conduct
- Leadership Development
- International Student Services
- Residential Care Coordinator



HRL Student Conduct Graduate Assistant

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

- Serve as a housing and University-level hearing officer for lower-level conduct
- Assist in the maintenance of accurate conduct records and files through 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

The Residence Hall Association (RHA) is the student run residential advocacy and programming group within the residence halls. As a Grad 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.

Under the supervision of the Assistant Director of Residence Life, the grad serves as a primary adviser to the RHA Executive Board. During their time in this position, they will assist with/be responsible for the following tasks:

- Training and developing the executive team of RHA during fall and spring training
- Working with members of RHA on program development and implementation
- Working with members of RHA on legislation writing and presentation
- Mentoring members of RHA through one on one's
- Attending weekly RHA meetings
- Attending Regional and 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 skills, leadership development skills, and critical thinking skills. While being a previous student leader or member of an RHA is not required, it is helpful for the role 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 of Memphis:

- 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 perspective 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
- 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 applicable 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.

- 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.
- Responsible for tracking and documenting 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 (as needed) 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 \$1000 per month stipend (ten-month agreement)
- Health insurance through the University (optional, paid for by the student)
- Professional Development Opportunities
- Furnished Apartment during employment period
- Potential option for summer employment

How to apply:

https://memphis.co1.qualtrics.com/jfe/form/SV_bgCy5ateORv5IfI

