Graduate Assistant-Residence Life and Dining Services, 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, programming, and administrative management of 1 residence hall of 100 students. This position will be involved in the recruitment, training, supervision, and evaluation of Resident Advisors and Desk Assistants employed to work in their buildings. The Graduate Assistant may also have some responsibility of advising hall councils, administering the discipline process, and counseling and advising residents within the community. This position is directly supervised by the Senior Coordinator of Student Services and Operations.

**Duties and Responsibilities:**

- Assists in selecting, supervising, training and evaluating resident hall staff and desk 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.
- 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.
- 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, Campaign Monitor, social media platforms, and promotional materials
- Performs miscellaneous job-related duties as assigned.

**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

**Compensation includes:** Biweekly stipend, campus apartment, meal plan, and tuition remission. **Anticipated start date January 2, 2019.**