

GRADUATE ASSISTANTSHIPS

Note: The following descriptions of Graduate Assistantships meet the qualifications of the Higher Education Administration program. Graduate students wishing to seek outside employment must receive approval from their area Assistant Director. Graduate Students in University Housing are not allowed to hold more than one assistantship. While all potential assistantships are listed in this document, not all may be in use in the current academic year. For clarification on which assistantship positions are currently utilized, refer to the Associate Director for Residence Life. Graduate assistantships are offered in the Fall and Spring. Summer assistantships are not guaranteed.

ASSISTANT COORDINATOR

The Assistant Coordinator is a graduate student employed for 20 hours weekly (10 office hours and 10 out of office). The Assistant Coordinator reports directly to a Residence Coordinator and assists in the administration of a residence hall or complex housing from 400-700 students. This is a high student contact live-in position and requires enthusiasm for working with undergraduates. An apartment in the hall or complex, a stipend, and a partial tuition waiver is provided as a part of the compensation.

This position will have varying degrees of responsibility for the following major programs and activities upon negotiation and agreement with supervisor:

- Staff Selection, Supervision and Evaluation: Administer all university personnel procedures (hiring, verifying time sheets, and completing annual performance reviews); implement University Housing and University selection and evaluation procedures; formulate a staff duty schedule, including office hours and on-call time.
- Staff Development: Hold weekly staff meetings and meet regularly with each staff member. Plan and execute staff development sessions that will assist all staff members in effectively performing their jobs.
- Safety and Security: Create and maintain a safe and secure environment; serve as a resource and response person for emergency situations which occur; provide specific direction to all hall staff members regarding their security-related job responsibilities and implementing educational programs; serve as the campus staff member-on-call as scheduled.
- Developmental Programming: Provide leadership for the planning and implementation of developmental programs using departmental programming model which ensure that the individual and group needs of students are realized; initiate opportunities for interaction between students, faculty, and staff; support special interest housing programs; provide support for programming through attendance at hall and floor programs.

- Administrative Tasks: Maintain accurate housing rosters, develop systems and procedures including check-in and checkout procedures, maintain hall key bank, and oversee all administrative functions within the hall.
- Conduct Procedures: Serve as a conduct hearing officer for residence hall conduct cases within the hall. Maintain accurate paper and electronic records through the use of conduct management software.
- Communication System: Keep the resident students, hall staff and housing office staff informed of incidents and events in the residence hall, and maintain regular interaction with students to be aware of their issues and concerns.
- Counseling Resource and Referral: Assist in problem solving, crisis prevention/intervention and make referrals to appropriate university and community resources.
- Student Leadership Programs: Initiate opportunities to plan programs with student leadership and special interest groups and serve as an advisor to hall government. May advise hall government.
- Summer Appointments: Summer appointments are not guaranteed, but may be available dependent on need.

ASSISTANT COORDINATOR FOR NIGHT STAFF

The Assistant Coordinator for Night Staff is a graduate student employed for 20 hours weekly (10 office hours and 10 out of office). The Assistant Coordinator assists the Residence Coordinator for Cawthon Hall and Night Staff with the daily operation and administration of the Night Staff program. This position is provided with an on campus apartment, a stipend, and partial tuition waiver.

This position has varying degrees of responsibility for the following major components:

- Staff Selection, Supervision, and Evaluation: Hire, supervise Night Staff Supervisors and employees, and evaluate staff, responsible for verifying time sheets and scheduling staff.
- Staff Development: Plan and execute staff development sessions that will assist all staff member in effectively performing their respective functions. This typically includes fall and spring training sessions as well as advanced training and recognition programs as necessary.
- Communication System: Keep the Night Staff, Night Staff Supervisors, Night Staff Coordinator, and Head staff informed of incidents and events in the residence halls and expectations of each other. Monitor log books.

- Resource and Referral: Assist in job problem solving, crisis prevention and intervention, and make referrals to appropriate university and community resources when necessary.
- Other: The option is available for experience in other areas, such as conduct and on-call, and advising responsibilities. These would be in negotiation with the direct supervisor after a full semester of employment.
- Summer Appointments: The Assistant Coordinator for Night Staff may be available as a summer appointment but is not guaranteed. If other graduate assistant positions are available, the Assistant Coordinator for Night Staff is free to seek them out.

ASSISTANT COORDINATOR FOR CONDUCT

The Assistant Coordinator for Conduct is a graduate student employed for 20 hours weekly. This position is provided with a stipend and partial tuition waiver. While housing is not included with the remuneration package, the Assistant Coordinator for Conduct Affairs may opt to live on-campus in graduate student housing in Rogers, Ragans, or Alumni Village at regular student rates.

This position has varying degrees of responsibility for the following major components:

- Staff Selection: Assists in the student staff selection process as needed.
- Staff Training and Development: Trains staff on the use and function of the conduct tracking software and database.
- Administrative Tasks: Maintains both electronic and paper records of residence life conduct files. May participate in other department initiatives with approval from supervisor.
- Conduct Procedures: Serves as a hearing officer for University Housing, makes referrals when appropriate.
- Student Conduct Board: Co-advises the Residence Life Conduct Board – a student hearing panel. Selects and trains students who participate on the Residence Life Conduct Board.
- Conduct Database: Requests upgrades to the system when needed. Assists staff in trouble shooting problems with the system when they occur. Updates student's files when appropriate. Prepares reports from information in the database, including assisting in coordinating information for Clery Act Compliance Reports.

ASSISTANT COORDINATOR FOR ROGERS & McCOLLUM HALLS AND LEADERSHIP PROGRAMS

The Assistant Coordinator for Rogers & McCollum and Leadership Programs is responsible for working with the Residence Coordinator to manage the administration of a hall(s) of approximately 400 students as well as helping to coordinate central office functions. This is a high student contact live-in position and requires enthusiasm for working with undergraduates and a commitment to the community concept. An apartment within the hall(s) is provided as a part of the compensation.

The Assistant Coordinator is responsible for working with the Residence Coordinator to manage the supervision of student Receptionists (on average, 8 per desk) that manage the daily desk operations of the requisite number of desks in the complex. The Assistant Coordinator also participates in the recruitment, selection, and training of professional, graduate, and student staff members.

The Assistant Coordinator also works with the Residence Coordinator in assuming fiscal responsibility for voluntary social fees and allocated programming funds. These accounts are subject to annual audit.

The Assistant Coordinator will team with the Residence Coordinator in working directly as an advisor to the Inter-Residence Hall Council (IRHC) and National Residence Hall Honorary (NRHH). He/She will assist with being a liaison to the Student Government Association and building bridges with other campus organizations. The Assistant Coordinator may travel as a delegation advisor to Mini-FARH, SAACURH, No Frills, FARH, and NACURH. Finally, he/she will share responsibility with the Residence Coordinator for building relationships with other campus leadership programs.

This position will have varying degrees of responsibility for the following major programs and activities upon negotiation and agreement with supervisor:

- **Staff Selection, Supervision and Evaluation:** Administer all university personnel procedures (hiring, verifying time sheets, completing annual performance reviews); implement University Housing selection and evaluation procedures; formulate a staff office schedule, including office hours and on-call time.
- **Staff Development:** Hold staff meetings and meet regularly with Executive Board members of IRHC & NRHH. Plan and execute Executive Board development sessions that will assist all members in effectively performing their jobs.
- **Safety and Security:** Create and maintain a safe and secure environment; serve as a resource and response person for emergency situations which occur; provide specific direction to all hall staff members regarding their security-related job responsibilities; serve as a primary mediator resource for roommate conflicts within the halls; and serve as the campus staff member-on-call as scheduled.

- Administrative Tasks: Maintain accurate housing rosters, particularly for Rogers Hall with its unique month-to-month occupancy plan; develop systems and procedures including check-in and checkout procedures for occupancy accuracy; maintain hall key bank; and oversee all administrative functions within the hall.
- Communication System: Keep the resident students, hall staff and housing office staff informed of incidents and events in the residence hall, and maintain regular interaction with students to be aware of their issues and concerns. Keep residence life staff informed of IRHC & NRHH activities and opportunities.
- Counseling Resource and Referral: Assist in problem solving, crisis prevention/intervention and make referrals to appropriate university and community resources.
- Student Leadership Programs: Initiate opportunities to plan programs with student leadership and special interest groups and advise hall government.
- Conduct Procedures: Serve as a conduct hearing officer for residence hall conduct cases within the hall. Maintain accurate paper and electronic records through the use of conduct management software.
- Summer Appointments: Summer appointments are not guaranteed, but may be available dependent on need.

ASSISTANT COORDINATOR ADMINISTRATIVE SERVICES (Student Staff Selection, Conference Services, Marketing, and Assignments)

The Assistant Coordinator for Administrative Services is a graduate student employed for 20 hours weekly (15 office hours and 5 out of office). The Assistant Coordinator for Administrative Services is responsible for working with the Assistant Director, Student Staff Selection, Conference Services and Marketing to manage the daily operation and administration of Student Staff Selection, Conference Services, and Marketing. The opportunity to assist with the Assignments staff will also be available. An on-campus apartment, stipend and a partial tuition waiver is provided as a part of the compensation.

This position will have varying degrees of responsibility for the following major programs and activities upon negotiation and agreement with supervisor. Since there are so many pieces to this job each area is coded to represent what area it would fall under. Student Staff Selection (SSS), Conference Services (CS), Marketing (M), and Assignments (A).

- Staff Selection (SSS): Assist in the overall implementation of the RA Selection process including marketing, scheduling, and execution of the weekend's events.
- Staff Selection and Supervision (CS): Assist in the hiring and supervision of Conference Assistants including responsibility for verifying time sheets and scheduling staff.

- Staff Development (CS): Hold weekly staff meetings. Plan and execute staff development sessions that will assist all staff members in effectively performing their jobs.
- Staff Training (SSS/CS): Trains RA staff on Selection process and train Conference Assistant staff on the Guide to Residence Life and any other Housing policies or procedures.
- Safety and Security: Create and maintain a safe and secure environment in conference facilities; serve as a resource and response person for emergency situations; provide specific direction to all hall staff members regarding their security-related job responsibilities; serve as the campus staff member-on-call as scheduled.
- Administrative Tasks (M): Assist with the maintenance of the University Housing social media campaigns, create Housing newsletter, attend Housing programs to take pictures and update/create any University Housing publications.
- Administrative Tasks (CS): Assist with the maintenance of accurate conference rosters, develop systems and procedures including check-in and checkout procedures, maintain hall key bank, and oversee all administrative functions within the hall.
- Communication System (CS): Keep the conference participants, hall staff and housing office staff informed of incidents and events in conference facilities.
- Resource and Referral: Assist in problem solving, crisis prevention and intervention, and making referrals to appropriate university and community resources when necessary.
- Other (A): Assist within the area of Assignments during peak times, learn assignment protocol and policies.
- Other: Participate in on-call rotation throughout academic year with Residence Life and be primary call during the summer for summer conferences.
- Summer Appointments: The Assistant Coordinator for Administrative Services will have a summer appointment, specifically focused on Conference Services.