OFF CAMPUS STUDENT LIFE
2017-2018 Graduate Assistant Position Description

A. General Description
Under the direct supervision of the Associate Dean for Off Campus Life & Community Education, the Off Campus Student Life Graduate Assistant (GA) plans, coordinates, promotes, and implements initiatives to support students moving to and living off campus. The GA leads and supervises a team of Off Campus Assistants who develop programming and services for the Off Campus Center, and provides reception/front desk support to the Center. The GA oversees operations of the Off Campus Student Center (OCSC) in the Student Union. Reappointment is dependent on department need, performance evaluation, academic standing, and funding availability.

B. Required Duties
1. Hire, train, and supervise a team of undergraduate Off Campus Assistants (OCA) and one student photographer.
2. Develop and facilitate Off Campus Student Center programs and assist with community outreach activities.
3. Serve as lead graduate assistant for off campus housing search assistance to individuals, and develop training materials and structure for undergraduate OCAs.
4. Collaborate with 2 other Graduate Assistants on OCSL programs and initiatives, including Team Positive Presence, Walk This Way, Party Smart Registration, Rent Right and other programs.
5. Assess program effectiveness and use data to drive decision making for innovative initiatives.
6. Assists with design of educational communications, programs, presentations and videos for students regarding their rights and responsibilities as community members (Good Neighbor Program, Living Off Campus Online courses, Rent Right, Party Smart materials, and landlord newsletters. Assists in communication and marketing plans for Off Campus Student Life.
7. Co-supervise Walk This Way active bystander program.
8. Participate in committees including UMass Night Out and Campus and Community Coalition.
9. Create support services and opportunities to assist students’ transition to off campus life & community living.
10. Attend regular meetings with Associate Dean and departmental staff to collaborate on program goals and activities. Participate actively in professional teamwork through communication and collaboration.
11. Related duties as required.

C. Minimum Requirements
- Graduate student enrolled in a degree program related to job duties and in good academic standing; Master’s in Higher Education Administration preferred.
- Ability to train and supervise undergraduate student leaders.
- Strong time-management and organizational skills.
- Ability to work in an autonomous environment; must be highly motivated and willing and able to take initiative.
- Knowledge of, or experience with working undergraduates; willingness to address diversity issues related to provision of departmental services and outreach strategies.
- Excellent verbal, written, and interpersonal communication skills.
- Duties involve some evening and weekend hours.

D. Supervision Received
Reports directly for the Associate Dean for Off Campus Student Life & Community Education

Employment date and Compensation
- Hrs/Wk 20
- Stipend $25.23 (as provided by the GEO contract)
- Tentative Dates of Appointment – 8/15/17- 5/25/18 (with possibility of renewal)
- Standard Graduate Employee Organization (GEO) benefits.

**Application Process**

- Submit cover letter and resume to Costin Thampikutty at cthampikutty@sacl.umass.edu Please use the term “OCSL Grad Application” in the subject line of the email. In your cover letter, please indicate the following: academic program, degree and expected graduation date; current and/or previous on campus assistantships; previous experience working with college students; your related experiences and how it complements your studies.
- Applications will be accepted until the position is filled.