University of Massachusetts Amherst  
Graduate Assistant Position Description - Internship

Department: Residential Life

Residential Life is a national leader in creating a dynamic residential experience that is engaging, socially just, and promotes student learning. Residential Life offers a residential experience that supports students’ learning, personal growth, and academic achievement. We foster inclusive communities, create social and educational opportunities, and provide safe and well-maintained residences.

Title: Program Coordinator for North Village Community

The North Village Community: North Village is the University’s Family Housing Community. Residents must be married or have legal custody of a dependent child/children prior to being offered an apartment. North Village offers a total of 237 apartments, 120 one-bedroom apartments and 104 two-bedroom apartments.

The Program Coordinator for the North Village Community position is a 20-hour per week assistantship during the academic year and summer. The Program Coordinator is supervised by the Residence Education Apartment Complex Coordinator. The Program Coordinator plans and implements a programming series that meets the needs of the North Village community.

The Program Coordinator is hired for a period of one academic year, with renewal contingent upon satisfactory performance and evaluation.

Community Development and Programming
- Responsible for planning and implementing programs for the North Village Family Housing Community
- Plans needs assessment initiatives (survey, focus groups, individual conversations, observation) to determine needs of the resident families
- Maintains a bulletin board in the North Village Community Center with information about resources and programs on campus and in the community
- Publicizes community events to all families
- Collaborates with the Office of Family Resources staff and Center for Early Education and Care staff to identify and meet the community needs of the North Village residents
- Plans and implements welcoming initiatives for new residents of the North Village community
- Serves as a resource and referral agent to residents
- Acquires necessary knowledge of university policies and legal considerations for working with residents and minor children

Administration
- Responsible for management of Procurement Card in order to purchase supplies for programs. Works with supervisor to manage programming budget.
- Communicates and writes reports as expected by supervisor.
- Utilizes computer skills and technology to accomplish position responsibilities
- Participates in staff meetings, supervision meetings, and training as needed to fulfill position responsibilities
- Understands, is committed to, and implements affirmative action and nondiscrimination regulations, policies and principles.

Requirements/Qualifications
- Good standing as a graduate student in a degree-granting program
- Experience planning small and large-scale events
- Strong interpersonal communication skills and the ability to interact with a diverse population of undergraduate and graduate students and their families.
- Familiarity with the needs of undergraduate and graduate students with families.
- Excellent written and verbal skills with experience in computer applications such as Microsoft Word, PowerPoint, and Excel.
- Some evening and weekend work required.

**Employment Dates and Compensation**
- Hrs/Wk: 20 hours per week for the academic year. 40 hours per week August training period.
  - Dates of Appointment:
    - New: 8/8/16-9/3/16 (summer); 9/4/16-5/16/16 (academic year)
    - Returning: 8/11/16-9/3/16 (summer); 9/4/16-5/16/16 (academic year)
- Stipend 2016-2017: $24.38/hour (will increase w/ GEO minimum rate increase)
- Note: This is **NOT** a live-in position
- Standard Graduate Employee Organization (GEO) benefits

Incumbent Signature: _____________________________ Date: ____________

Supervisor Signature: _____________________________ Date: ____________