University of Massachusetts Amherst  
2016-2017 Graduate Assistant Position Description

TITLE: Graduate Assistant for Off Campus Student Services (One Position Anticipated)  
DEPARTMENT: Dean of Students Office  
PROGRAM: Off Campus Student Services (OCSS)  
SUPERVISOR: Sally Linowski, Associate Dean for Off Campus Life & Community Education  

A. General Description  
Under the direct supervision of the Associate Dean for Off Campus Life & Community Education, the Off Campus Student Services 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 off campus student, and provide 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. Select, hire, train, and supervise a team of undergraduate of Off Campus Assistants and one student photographer.  
2. Assist in development and facilitation of Community Living Programs and educational programs for off campus conduct violations for individuals and groups.  
3. Ensure that OCSC services are provided in a continuous and professional manner.  
4. 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.  
5. Collaborate with the other Graduate Assistant on OCSS programs and initiatives, including Team Positive Presence, Walk This Way, and the Watch for Me campaign  
6. Manage all OCSC operations including locker rental procedures, printer functioning, equipment purchases, and student payroll procedures.  
7. Serves as liaison to community organizations including; the Center for Student Development, Student Government Association, and the Campus and Community Coalition.  
8. 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.  
  - Able to work collaboratively and implement projects.  
  - 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 Life & Community Education

Employment date and Compensation  
- Hrs/Wk 20  
- Stipend $24.38 (as provided by the GEO contract)  
- Dates of Appointment – 8/1/16 (with possibility of renewal)  
- Standard Graduate Employee Organization (GEO) benefits.
Application Process

- Submit cover letter and resume to Avery Hennigar at ahenniga@sac1.umass.edu and Maura Shea Roberts and maurashea@sac1.umass.edu. Please use the term “OCSS 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.