

### Graduate Assistant Position Description 2021-2022

Title:	<b>Internship: Student Leadership and Engagement Graduate Assistant (SL&amp;E) (30-hour)</b>
Department:	Residential Life: Residence Education
Supervisor:	Residence Education Coordinator for Selection, Training and Leadership
Hours per week:	30 per week; 40 hours per week during August training period
Stipend:	New Staff: \$35,789.40 Returning Staff: \$35,061.48
Appointment Term:	
New:	August Training (40 hrs. per week): August 9 – September 4, 2020 Fall Semester: September 5 - December 25, 2021 Spring Semester: January 5 – May 10, 2022
Returning:	August Training (40 hrs. per week): August 11 – September 4, 2020 Fall Semester: September 5 - December 25, 2021 Spring Semester: January 5 – May 10, 2022
Appointment Renewal:	Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

#### **Student Affairs and Campus Life (SACL)**

Student Affairs and Campus Life is committed to providing meaningful assistantship experiences for graduate students, particularly when these experiences enhance SACL priorities and are relevant to the pursuit of a graduate assistant's professional goals. It is within this context that SACL makes this assistantship available.

#### **Department: Residential Life – Residence Education**

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.

The Student Leadership and Engagement Graduate Assistant (SL&E GA) is an educator who strives to build positive communities and provide leadership opportunities for students living in the residence halls. The SL&E GA provides leadership and development for the Residence Hall Association (RHA) and National Residence Hall Honorary (NRHH), supports the selection, training and recognition of student staff (Resident Assistants and Peer Mentors), and all other residence hall student leadership programs through advising, recruitment, training, and ongoing development of all students involved. The SL&E GA serves as a member of a leadership team comprised of several full-time and graduate assistant staff members.

All Residence Education Graduate Assistants are expected to be available every Wednesday afternoon from 1:00 – 3:00pm for staff meetings and professional development, unless an excused academic exception has been made.

SLEGs generally work six (6) hours per day Monday through Friday. Graduate staff will develop their weekly schedule with their supervisor at the start of the semester to effectively complete the responsibilities of their position. Schedules will be submitted to the Residence Education Assistant Director/Intermediate Supervisor within the first week of the semester for approval; Assistant Directors may approve work schedules of more or less than six (6) hours per day, but generally not more than eight (8) hours per day.

#### ***Leadership Development and Student Staff***

- Advises the National Residence Hall Honorary, co-advises the Residence Hall Association and/or advises RHA or NRHH committees.
- Assists in the assessment, planning, implementation and evaluation of leadership development for residence hall students.
- Assists in the design and presentation of leadership training sessions to residence hall leaders.
- Assists in planning and implementing Resident Assistant and Peer Mentor selection, training and development initiatives.
- Works collaboratively with other graduate and full-time staff in the Student Leadership Center and Residence Education to accomplish various programming and training goals.
- Oversees recognition initiatives for all Residence Education staff and student leaders
- Assists in the development and maintenance of Leadership and Engagement related online and print resources
- Serves as a member of either the Student Staff Selection or Student Staff Training and Development committee
- Assists in advising student delegations for regional and/or national conferences.

#### ***Move-In Responsibilities***

- Assists in the recruitment, training, and supervision of the Minute Mover move-in volunteer program
- Develops online and in-person trainings for Minute Movers, Team Leaders, and Student Coordinators
- Collaborates with Residential Life Student Services to maintain move-in schedules and other documents

- Is expected to be on campus during Fall Move-in to supervise Minute Mover processes and/or support RHA and NRHH with Fall Move-In and New Students Orientation initiatives.

### ***Equity, Diversity and Inclusion (EDI)***

- Integrates EDI into the development of programs, practices, policies and processes.
- Supports and meets the needs of traditionally underrepresented students.

### ***Administration***

- Assists with the budget management process for Leadership Development initiatives.
- Holds regular office hours that are posted and communicated with supervisor.
- Responsible for management of Procurement Card in order to purchase supplies for programs.
- Communicates and writes reports as expected by supervisor.
- Utilizes computer skills and technology to accomplish position responsibilities.

### ***Residential Life Projects and Responsibilities***

- Serves on campus and departmental committees related to leadership development and student engagement as needed.
- Participates in all required staff training and development including, but not limited to, Student Affairs and Campus Life graduate staff training and Residential Life August and January Training.
- Participates in staff meetings and functions including, but not limited to, regular staff meetings and committee work.
- Supports department staff selection processes for student staff, Graduate Assistant, and full-time positions. Participates in a variety of departmental, campus, and community-sponsored activities
- Participates in and supports Residential Life, Student Affairs and Campus Life, and University programs and initiatives.
- May teach EDUC391R: Community of Residence Educators (CORE) which is a 1-Credit Course required to meet eligibility to apply for the RA and Peer Mentor positions
- Position is identified as a Title IX Responsible Employee and a Clery Campus Security Authority and is expected to respond and report accordingly.
- Understands, is committed to, and implements affirmative action and nondiscrimination regulations, policies and principles.
- Performs other related tasks as assigned.

### **Minimum Required Qualifications:**

- Enrollment as graduate student in good standing during entire term of appointment.
- Eligibility for appointment to this assistantship, as determined by the Graduate School.
- Availability to serve the entire assistantship term.
- Willingness to perform all mandated compliance reporting and related requirements.
- Strong interpersonal communication skills and the ability to interact with a diverse population of students
- Understands and is committed to the University and departmental affirmative action and non-discrimination policies
- Demonstrated skills in program development, student development, and working with groups.

- Regular evening and some weekend work required

**Preferred Qualifications:**

- Experience as a student leader or advising student leaders
- Project Management experience

**Compensation and Benefits**

Specific compensation and benefits accruing to graduate assistantships are informed by the collective bargaining agreement (“Contract”) with the Graduate Employees Organization (“GEO”) in force during the appointment period. All Graduate Assistants should review this agreement carefully for detailed explanations of compensation and benefits that may apply. Generally, however, Graduate Assistants receive:

1. A stipend based on the number of weekly hours allocated to the applicable assistantship;
2. Tuition and curriculum fee scholarship waiver (as provided in the GEO Contract);
3. Reduced fees for health coverage; and,
4. Vacation leave
  - Vacation leave will be scheduled during university break periods:
    - During the fall semester, vacation leave will be scheduled for either Thanksgiving (November 22 – 26, 2021) or Winter Break (December 20 – 24, 2021) or combination thereof for a total of 24 hours of vacation leave. Staff member preference for leave will be considered by the Intermediate supervisor.
    - During the spring semester, vacation leave will be scheduled for Spring Break: March 14 -18, 2022 for a total of 30 hours of vacation leave.

**Collective Bargaining Agreement**

Graduate Assistants are employees of the University. Appointments to graduate assistantships must be approved in advance by the Graduate School. Employment matters are guided and informed by University policy and by provisions of a collective bargaining agreement (“Contract”) with the Graduate Employee Organization (“GEO”), a recognized employee union at the University. GEO is affiliated with the United Auto Workers.

The GEO Contract can be found at:

<https://www.geouaw.org/wp-content/uploads/2018/07/GEO-Contract-2020.pdf>

Incumbent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_