Graduate Assistant Position Description 2018-2019

Title: Internship: Community Standards Graduate Assistant (CSG) (30-hour)

Department: Residential Life: Residence Education

Supervisor: Assistant Director of Residence Education for Community Standards

Hours per week: 30 per week; 40 hours per week during August Training period

Stipend: Below are 2017-18 Rates (Academic Year 2018-19 not yet confirmed)
New Staff: $29,771.40
Returning Staff: $29,165.88

Appointment Term:
New: August Training (40 hrs. per week): August 6 – September 1, 2018
Fall Semester: September 2 - December 21, 2018
Spring: January 9 – May 14, 2019

Returning: August Training (40 hrs. per week): August 9 – September 1, 2018
Fall Semester: September 2 - December 21, 2018
Spring: January 9 – May 14, 2019

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.

Under the direct supervision of the Assistant Director of Community Standards, CSGs performs a variety of functions and responsibilities related to delivery of student services with primary responsibilities for adjudicating conduct cases, facilitating workshops and sanctions, leading community standards projects and initiatives, and maintaining accurate conduct records for
Residential Life. The CSG serves as a member of a leadership team comprised of professional 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. Community Standards Graduate Assistants are expected to be available to work 30 hours a week during regular University business hours (M-F 8:30am – 5pm).

**Conduct/Case Management**
- Adjudicates conduct cases originating from the residence halls.
- Advises student, staff and faculty about policy and procedures.
- Provides support to the Assistant Director: drafts official correspondence, researches policy, represents the Department in committees and university related events.
- Responds to individual students’ questions and concerns.
- Serves as a resource and referral agent for students.
- Develops and facilitates educational sanctions.
- Works with students and families in distress and makes appropriate referrals.
- Maintains accurate and thorough community standards records.
- Partners with Residence Education staff to develop appropriate supports and interventions for students.

**Training and Educational Presentations**
- Assists with policy, procedure, and training manual revisions.
- Assists in the development and delivery of training, presentations and workshops for members of the university community regarding student’s expectations.
- Assists hall staff in conducting community meetings to address concerns.
- Assists hall staff in restoring community after conduct interventions.
- Participates in the development of Residence Education by attending area and unit meetings.

**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**
- Holds regular office hours that are posted and communicated with supervisor.
- Participates in hall move-in and move-out processes.
- Communicates and writes reports as expected by supervisor.
- Utilizes computer skills and technology to accomplish position responsibilities.

**Residential Life Projects and Responsibilities**
- 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 and supports Residential Life, Student Affairs and Campus Life, and University programs and initiatives.
• Participates in staff meetings and functions including, but not limited to, regular staff meetings and committee work.
• May teach EDUC391R: Community of Residential Educators (CORE) which is a 1-Credit Course required to meet eligibility to apply for the RA and PM positions.
• 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.
• 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 and implementation.
• Available to work occasional evenings and weekends.

Preferred Qualifications:
• One or two years experience living in a residence hall system.
• Experience working with college students.
• Strong organizational and technology skills.

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

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:

http://www.umass.edu/gradschool/sites/default/files/GEO%20contract%2014-17%20vfsigned.pdf

Incumbent Signature:___________________________________________  Date:____________

Supervisor Signature:___________________________________________  Date:____________