University of Massachusetts Amherst
Graduate Assistant Position Description 2017-2018

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.

Title: Community Standards Graduate Assistant

Under the general direction of the Assistant Director of Community Standards, Graduate Assistant performs a variety of functions and responsibilities related to delivery of student services with primary responsibilities for walk in services and adjudicating conduct cases.

The Grad Assistant position is an assistantship during the academic year. All Graduate Assistants work 40 hours per week during the training time period in August. Graduate Assistants are hired for a period of one academic year, with renewal contingent upon satisfactory performance and evaluation. All Graduate Assistants are expected to be available every Thursday morning for Unit and Area Meetings, unless an excused academic exception has been made.

Duties and Responsibilities:

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 problems
- Intervenes and contacts different campus entities on behalf of students
- Develops and facilitates educational sanctions
- Works with students and families in crisis and makes appropriate referral
- 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 students 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 opening and closing processes.
- Responsible for management of Procurement Card in order to purchase supplies.
- 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, committee work, and search processes.
- 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.

Requirements/Qualifications

- Continued good standing as a graduate student in a degree-granting program
- Strong interpersonal communication skills and the ability to interact with a diverse population.
- Understands and is committed to the University and departmental affirmative action and non-discrimination policies
- Availability during regular business hours 8:30am- 5:00pm
- Available to work occasional evenings and weekends
- Preferred qualifications: experience working with college students and working in a fast-paced environment

Employment Dates and Compensation

- Hrs/Wk: 30 hours per week academic periods/40 hours per week August training period
- Stipend 2017-2018: $29,771 (new)/ $29,165 (returning)
- Dates of Appointment:
  New: 8/6/17-9/2/17 (training); 9/3/17-12/23/17 (fall); 1/10/18-5/15/18 (spring)
  Returning: 8/10/17-9/2/17 (training); 9/3/17-12/23/17 (fall); 1/10/18-5/15/18 (spring)
- Standard Graduate Employee Organization (GEO) benefits
- Note: This position is NOT a live-in position.

Incumbent Signature:___________________________________________  Date:____________

Supervisor Signature:___________________________________________  Date:____________