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: Student Leadership and Engagement Graduate Assistant
Under direct supervision by the Assistant Director for Student Leadership and Engagement, this person will be responsible for assisting in the residential leadership development initiatives. Specific focus areas include designing and implementing training and recognition for House Councils. The graduate student will assist in the management of services and development of resources at the Student Leadership Center.

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 Staff Meetings, unless an excused academic exception has been made.

Duties and Responsibilities

Leadership Development and Student Staff
- 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 selection, training and development initiatives.
- Works collaboratively with other graduate and professional staff in the Student Leadership Center to accomplish various programming and training goals.
- Advises the National Residence Hall Honorary, co-advises the Residence Hall Association and/or advises RHA or NRHH committees.
- Assists in the recruitment, training, and supervision of the Minute Mover move in assistant program.
- Assists in advising delegations for regional and/or national conferences.

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.

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, committee work, and search processes.
- Participates in and supports Residential Life, Student Affairs and Campus Life, and University programs and initiatives.
• 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.

**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.

**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 nondiscrimination policies
• Available to work occasional evenings and weekends
• Demonstrated experience and skills related to program development, student development and working with groups
• Ability to carry out work with minimum supervision
• Some evening and weekend work required.

**Preferred qualifications**
• Experience as a student leader or working with student leaders
• Project Management experience

**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 is NOT a live-in position.

Incumbent Signature: ___________________________ Date: __________

Supervisor Signature: ___________________________ Date: __________