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: Assistant Residence Director (ARD)/Live-In Residence Hall Graduate Assistant Learning Communities Graduate Assistant (30-hour)

The Learning Communities Graduate Assistant (LCGA) Position is a graduate assistantship (30 hours per week) responsible for developing and implementing initiatives in the residence halls that support the learning mission of the University. The LCGA will report to a Residential Learning Communities Specialist (RLCS), work closely with a team of Residence Directors and directly supervise undergraduate academic support staff to address the academic and transitional needs of first-year students and sophomore students within the Residential First-Year Experience and the SophoMORE communities respectively. The LCGA will also work with the Residential Learning Communities staff and Residence Directors to support social justice education and programming for any and all residential student populations.

The LCGA position is an assistantship during the academic year. All LCGAs work 40 hours per week during the training time period in August. LCGAs are hired for a period of one academic year, with renewal contingent upon satisfactory performance and evaluation. LCGAs must maintain 30 scheduled work hours per week. Fifteen of these hours must be held during university business hours, Monday through Friday from 9am – 5pm. No other internships or student teaching positions may be held concurrent with this position. All Graduate Assistants are expected to be available every Thursday morning for Unit and Residential Learning Communities Staff Meetings, unless an excused academic exception has been made.

Duties and Responsibilities
As members of the Residential Learning Communities Staff, LCGAs will share in the following range of duties and responsibilities.

Supervision
• Directly supervise undergraduate academic support staff within the Residential First-Year Program and provide leadership for all aspects their work within RFYE communities.
• Host weekly one-on-one meetings and staff meetings to support the daily work of undergraduate academic support staff.
• Oversee training, development, fulfillment of programming expectations, evaluation and discipline of undergraduate academic support staff in consultation with RLCS.

Transitional Support
• Responsible for implementing programs and initiatives that focus on students’ transition to college life, transition from first year to sophomore year, and maximizing success in student’s sophomore year.
• Responsible for enhancing academic support for the SophoMORE communities through expanded faculty mentoring opportunities and increased awareness of academic support opportunities offered campus-wide specifically for sophomore students.

Academic Initiatives & Support
• Responsible for implementing academic programs including, but not limited to, RFYE Trivia, Dean’s List Recognition, Faculty Spotlight lectures, speaker series, Friday Night In, Faculty dining, and first-year to sophomore year transition initiatives.
• Educate, support and liaise with Residence Directors and hall staff on academic initiatives and living-learning components.
• Work with faculty, instructors and academic offices to ensure students receive a quality living-learning experience.
• Outreach to students and serve as an academic mentor and referral agent to appropriate campus resources.
• Maintain and regularly update resources for each hall including faculty/staff/instructor contact information and academic campus resources.
• Assist in the maintenance and development Residential First-Year and SophoMORE communities.
• Assist in the assessment, planning, implementation, and/or evaluation of assigned initiatives and projects

Diversity & Social Justice
• Instruct EDUC 258: Educating for Diversity and Social Justice through Peer Theatre and EDUC 291E: Theatre for Social Change (under guidance of a School of Education faculty designee). Complete all teaching responsibilities (such as designing curriculum, facilitating, and grading) for these courses.
• Coordinate with School of Education/Social Justice Ed to complete all administrative logistics for EDUC 258 and EDUC 291E.
• Oversee aspects of the SophoMORE: Explore, Engage, Connect for Social Justice Living-Learning Community such as programming, faculty liaising, and application and publication processes
• Oversee aspects of Defined Residential Communities such as programming, faculty liaising, and application and publication processes
• Integrate social justice into the development of programs, practices, policies, and processes.
• Support and meet the needs of traditionally underrepresented students.

Administration
• Oversee administrative tasks related to program planning and reports.
• Responsible for management of Procurement Card in order to purchase supplies and items for programs. Works with RLCS to manage programming budget.
• Communicate and develop regular status reports to RLCS.
• Utilize computer skills and technology to accomplish job responsibilities.
• Hold regular office hours that are posted and communicated with supervisor.

Departmental Projects & 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.
• Participate in staff meetings and functions including, but not limited to, regular staff meetings, committee work and search processes.
• Assist in the coordination of University/Departmental functions as related to the Residential Learning Communities Office.
• 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.
• Perform 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 and knowledge of first-year student needs.
• Understands and is committed to the University and departmental affirmative action and non-discrimination policies.
• Demonstrated skills in program development and implementation.
• Familiarity with residence halls and college/university faculty.
• One year experience living/working within residence halls.
• One year work experience directly related to event planning or programming.
• Regular evening and some weekend work required.
• Valid class D (passenger vehicle) drivers license required.

Preferred

• One year working within residence halls.
• Experience with Learning Community theory and implementation of academic programming.
• Demonstrated skills in teaching, program development and implementation.
• Significant experience with social justice theories and models, implementation of social justice and diversity programming, as well as peer education.
• Experience working with faculty and knowledge of university resources.
• One to two years supervising or advising undergraduate students.
• Strong skills facilitating workshops, planning programs/events, and oral/written communication.

Employment Dates and Compensation

• Hrs/Wk: 30 hours per week academic periods/40 hours per week August training period
• Stipend 2016-2017: $25,026 (new)/$24,446 (returning)
• Furnished Apartment in which staff member is expected to reside
• Dates of Appointment:
  New: 8/8/16-9/3/16 (training); 9/4/16-12/24/16 (fall); 1/11/17-5/16/17 (spring)
  Returning: 8/11/16-9/3/16 (training); 9/4/16-12/24/16 (fall); 1/11/17-5/16/17 (spring)
• Standard Graduate Employee Organization (GEO) benefits

Incumbent Signature:___________________________________________  Date:____________

Supervisor Signature:___________________________________________  Date:____________