Graduate Assistant Job Description

Brief Description of Duties:
The individual will report indirectly to the Director of Residence Life and directly to the Area Director. The Graduate Assistant (GA) is responsible for assisting the Area Director in the overall management, programming, and community development of an area that houses approximately 200 resident students. The Graduate Assistant may directly or indirectly supervise 3-6 paraprofessional staff members and up to 10 supporting staff members.

SPECIFIC RESPONSIBILITIES:
- Assist in the supervision and advisement of the Resident Assistants (RA’s) and Students Directors (SD’s).
- Conduct building staff meetings once every two weeks to discuss: hall concerns, exchange information with Residence Hall staff, and conduct staff training and team building exercises.
- Assist with the opening and closing of the residence hall (Check-in/Check-out) each semester. This includes issuing and collecting keys.
- Assist the Area Director by reporting unsafe maintenance systems, training and encouraging staff and students on how to use the maintenance system, making rounds within the residence hall on a daily basis, and following up on resident complaints.
- Coordinate and provide leadership advice and encouragement for developmental, educational, social, and recreational programs in the residence hall.
- Coordinate disciplinary counseling in the residence hall, maintains appropriate written documentation, and refers appropriate cases to the Judicial Administrator.
- Provide crisis intervention and other referral services for residents to curtail student misconduct.
- Assist in the Office of Residence Life operations. Must adhere to a compatible work schedule established and agreed upon by the Area Director.
- Assist in the planning, implementation and evaluation of programming, staff development and counseling in the residence hall.
- Supervise and advise committees as requested, attend, and participate in ORL staff meetings.
- Responsible for offering guidance and assisting paraprofessionals with daily duties and programs.
- Schedule a minimum (however not limited to 20) of 20 office hours per week. Availability during these times must take priority. Additional hours in the facility must be spent as a natural part of the responsibility of the Graduate Assistant in charge. The Office of Residence Life has the ability to request for additional hours as needed and necessary.
- Handles emergency situation as they occur utilizing crisis intervention skills and resources. Must inherit other duties and responsibilities in relation to the physical operation of a facility as assigned by the Area Director.
- The Graduate Assistant is responsible for adhering to all policies and regulations set by the University and the Office of Residence Life.

Graduate Assistant Expectations
- Participate in evaluation of job performance at least once each semester.
The Graduate Assistant must be available in or within proximity of the facility at least two weekends per month and participate in on-call rotation with Area Directors.

The Graduate Assistant must be enrolled full-time in an accredited graduate program prior to entering the position.

The Graduate Assistant is expected to maintain a semester grade point average of 3.0. A grade point average of less than 3.0 could result in probationary status. Two semesters are provided in which to improve; however this may affect reemployment status.

In addition to specific responsibilities of the position the Graduate Assistant is responsible for a variety of roles as a paraprofessional staff member. These roles include (but not limited to) Community Builder, Peer Counselor, Programmer, Team Member, and Administrative.

The Graduate Assistant will be responsible for a set of Master Keys to assist in the complete operation of the building. Must adhere to key policy as provided and reiterated by supervisor.