Graduate Assistant for Residential Education

Overview & General Purpose

The Graduate Assistant (GA) for Residential Education position is a 12-month live-in, graduate assistant staff position within Housing & Residential Education (HRE) and the Student Affairs Division at the University of Utah. The GA reports to and assists the Residence Director (RD) of a specific area in providing leadership and coordination of a comprehensive student-focused program. Within HRE, GAs assist in a number of roles; potential placements include residential communities housing 400 to 800 students, conduct management, or Residence Hall Association and late night/weekend programming.

The GA role is intended to provide an environment where future student affairs professionals are able to work closely and directly with a Masters level RD to learn all aspects of working within Residential Education. The RD will serve as a mentor who teaches and provides opportunities for GAs to practice key skills in a variety of areas to develop competence and confidence.

The University of Utah and the Department of Housing and Residential Education are in an exciting period of rapid growth and change. Our city and campus are evolving and, therefore, so is our department! To prepare for this growth, the 2018-2019 academic year will be the first year of a significant restructuring to our team, individual responsibilities, and a new five year strategic plan. We believe it is vital to round out our team with people who are both excited to be a part of a consistently developing department and also prepared to work through the challenges that change may present. Key qualities we seek are:

1. **Teammates who are excited to assist the department in refining our new model.** As we grow, we recognize that new questions will arise; we seek people who are excited to help us explore, find answers, and continue building.
2. **Teammates who are comfortable with change.** As we work toward our strategic goals we know the needs of our department will change; we seek people who are willing and able to help us change course to meet those goals.
3. **Teammates who are prepared for potential uncertainties that may occasionally arise from change.** We understand change can be uncomfortable; we seek people who have the desire and persistence to work with our team to move through those difficulties.

Housing & Residential Education’s Diversity Recruitment Statement: Housing & Residential Education and the University of Utah value interactions among individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, and racial/ethnic origins. We strongly encourage applications from candidates who will share and explore this value with the team and with our residents.

Primary Responsibilities

1. **Supervision**
   - Graduate Assistants support a Residence Director in the supervision of Student Leaders. Their supervision roles will adjust based on the needs of the GA, RD, and area but may include the following:
     - Assist with the selection, training, supervision, and evaluation of a staff of Student Leaders.
     - Assist Student Leaders in their personal growth and professional development.
     - Conduct weekly meetings with staff members to develop and review goals, discuss issues, recognize contributions, and provide/solicit feedback.
     - Oversee the implementation of community initiatives in accordance with HRE’s Residential Curriculum Model.
     - Manage a programming budget for the assigned area.
     - Present to student leaders during fall, spring, and ongoing trainings.
     - Educate staff and students in respecting and understanding cultural differences through the utilization of campus resources and the attendance of social justice programming.
     - Late Night Programming position – Supervise Student Leaders with the planning and implementation of regular late-night and weekend programs.
2. Administrative Tasks
   - Maintain 25 work hours per week. Hours should be posted and consistently maintained each semester.
   - Assist the RD in managing day-to-day operations of a residential area or a functional area community (i.e. first year experience, apartments/upper-division, honors, or living learning community housing).
   - Attend various meetings on a weekly/biweekly basis including, but not limited to: Residential Education staff meetings, professional development sessions, area staff meetings, committee meetings, and weekly meetings with students and supervisors.
   - Utilize effective communication, planning, scheduling and organizational skills as they relate to job responsibilities.
   - Assist the RD in opening and closing the residence halls at the beginning and end of the academic year, and during periods of academic recess.
   - Work cooperatively with Administrative Services and Facilities in matters related to hall maintenance, custodial, room assignments, roommate conflicts, verification of occupancy and hall/room damage issues.
   - Integrate social justice into the development of programs, practices, policies, and processes.

3. Student Conduct Hearing Officer
   - Serve as a conduct hearing officer by administering hearings, investigating alleged incidents, and determining outcomes in consultation with RD.
   - Serve as a resource and referral agent for students and staff.
   - Maintain a working knowledge of the University of Utah and Housing & Residential Education conduct process.
   - Interpret and enforce all HRE and University policies and regulations in a consistent and thorough manner.

4. Duty and Emergency/Crisis Response
   - Assist RD staff with a 24/7 on-call duty rotation that responds to all HRE facilities.
   - Develop a working knowledge of departmental protocol of crisis or emergency response.
   - Provide appropriate post-crisis referrals and follow-up with students and staff as needed.

5. Advising skills
   - Advise one Residence Hall Association (RHA) Committee (such as First Year Programming Board, Marketing, Student Leader Council, etc.) and assist RHA in planning and implementing educational, cultural, and social activities.
   - Demonstrate support by attending RHA, Social Justice Advocate (SJA), and Programming Assistant (PA) Events.
   - Attend RHA retreat and/or training in the fall.

6. Professional Development
   - Participate in professional development opportunities sponsored by HRE, the University of Utah, and the Department of Student Affairs including Utah NASPA, Student Affairs Diversity Seminar Series, and annual retreat.
   - Utilize professional development funds to attend conferences (regional or national), purchase books and other professional development aids in accordance with a completed professional development plan.
   - Serve as a member of a departmental committees such as Student Leader Training, Student Leader Selection, Residential Education Curriculum, etc.
   - Maintain knowledge and educate self in areas of diversity/social justice.

7. Other duties as assigned
   - The intent of the GA role is to develop a well-rounded understanding of the work of a professional within Housing and Residential Education. Additional duties may be assigned through the year to provide this growth as opportunities arise.

**AVAILABILITY**

- The GA is a part time, 25 hours per week, live-in staff member position. Hours worked include office hours as well as some nights and weekends.
- The GA will be required to be available during a portion of break periods for training and to assist with opening and closing procedures.
- Essential Personnel - This position is considered to be an essential personnel position for the department and as such, must be accessible and available in the event of emergencies or when needed to meet the ongoing missions of the University.
QUALIFICATIONS

- Bachelor's degree.
- Must be enrolled a University of Utah Master's or Ed.D/Ph.D. level program, preference is given to those enrolled in the Educational Leadership and Policy program.
- Must have at least one-year previous experience in student housing, programming, student activities, or related fields.
- Demonstrated commitment to fostering engagement among students and staff on issues of diversity and social justice.
- Ability to establish and maintain effective and collaborative supervisory and collegial working relationships.
- Ability to multi-task and remain organized in a high energy, fast paced department.
- Must have experience relating to, recognizing, documenting and addressing student behavior.
- Must have experience with training/programming for others.
- Demonstrated effective communication abilities both verbal and written.

COMPENSATION

- Annual Salary estimated at $20,001.00 starting on July 16, 2018
- A furnished one- or two-bedroom apartment which includes all utilities, internet, local phone, and cable television.
- Partial moving expense coverage.
- $800 in professional development funds.
- Full tuition waiver.
- Meal plan when in session.
- Choice to enroll in student health insurance plan.
- At the University of Utah, we believe that our staff should feel at home while living on campus. In reflecting this philosophy, our department adheres to an inclusive partner policy, which allows for partners, family, roommates, etc., to live with staff if they so choose. We also allow pets (cats, dogs, fish, birds, etc.) as per Housing & Residential Education pet policy.

Background Check
A successful background check is required before a formal offer of employment can be made for this position.

University of Utah Nondiscrimination and Disability Access Statement
The University of Utah is an Affirmative Action/Equal Opportunity employer and is committed to diversity in its workforce. In compliance with applicable federal and state laws, University of Utah policy of equal employment opportunity prohibits discrimination on the basis of race or ethnicity, religion, color, national origin, sex, age, sexual orientation, gender identity/expression, veteran’s status, status as a qualified person with a disability, or genetic information. Individuals from historically underrepresented groups, such as minorities, women, qualified persons with disabilities, and protected veterans are strongly encouraged to apply. Veterans’ preference is extended to qualified applicants, upon request and consistent with University policy and Utah state law.

To inquire about this posting, email: employment@utah.edu or call 801-581-2300. Reasonable accommodations in the application process will be provided to qualified individuals with disabilities. To request an accommodation or for further information about University AA/EO policies, please contact the Office of Equal Opportunity and Affirmative Action, 201 S. Presidents Cr., Rm 135, (801) 581-8365 (V/TDD), email: oeo@umail.utah.edu.

More information about how to apply for this position can be found at: www.housing.utah.edu/life/employment.

Questions regarding this assistantship should be directed to:
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