
Housing and Residence Life

Housing and Residence Life Graduate Assistant for Residential Colleges Position Description

The Graduate Assistant for Residential Colleges role is a 9 ½ month, part-time position that reports directly to a Full-Time Coordinator for Residential Colleges. This position assists with the administration of various aspects of the Residential College program.

KNOWLEDGE AND SKILLS

- Basic knowledge of Student Affairs practice, theory, and assessment or enrollment in a related graduate program (preferred).
- Understanding of first year transitional issues and learning communities.
- Ability to work independently and meet multiple task deadlines.
- Ability to establish and maintain effective student, staff, and faculty relationships.
- Understanding of and commitment to a multicultural/diverse campus community.
- Excellent written and oral communication skills.
- Awareness of and commitment to the mission, values, and Commitment to Inclusive Communities of Housing and Residence Life and the mission and values of Northern Arizona University

QUALIFICATIONS

Bachelor's degree, experience working in a learning community or residential college, residence hall (i.e. RHA/RA), and/or peer mentoring, and acceptance into an NAU graduate program, preferably the M.Ed. Counseling- Student Affairs program.

General Responsibilities

The GA of Residential Colleges is a live-in position, responsible for supervising upper division student leaders called Residential College Ambassadors (RCAs), assisting with program planning for each assigned community, interacting with students in the Residential Colleges, and providing professional development opportunities for RCAs through weekly staff meetings and one-on-ones. The GA assists in the training and ongoing development of the RCA staff throughout the year. This position provides the unique opportunity to engage with campus partners from within student affairs and academic affairs (Career Development, Academic Advising, Academic Success Centers, etc.) and to work closely with faculty members within the Residential College.

SPECIFIC RESPONSIBILITIES

Residential College Ambassador Training & Supervision (60% of Role Responsibility)

- Meet and communicate regularly with the Residential College Ambassadors (individually) to evaluate work performance and support program needs.
- Meet and communicate regularly with assigned Residential College Ambassadors as a staff to share

departmental updates and needs and gather input from RCAs as needed.

- Assist with the regular approval of payroll hours completed by each Residential College Ambassador. Monitor the reported hours for accuracy and fairness for both the Residential College Ambassador and the department.
- Assist with the training of Residential College Ambassadors during the fall and spring semesters.
- Work in conjunction with the Coordinator of Learning Communities to provide assessment of each Residential College Ambassadors' work performance twice a year.
- Assist with hiring and payroll paperwork required for Residential College Ambassadors; ensure that FERPA, Sexual Harassment, CERT, Loss Prevention and Information Securities Essential Trainings are completed on-line during first 30 days of fall employment.

Data Management (20% of Role Responsibility)

- Oversee and monitor the use of StarRez for tracking various programs offered to Residential College students throughout the semesters; ensure that the Residential College Ambassadors are meeting their programming requirements on a semester-by-semester basis.
- In support of university goals, monitor Salesforce (online database) for the completion of Freshman Outreach meetings and ongoing individual meetings conducted and recorded by the Residential College Ambassadors throughout the academic year.
- Become familiar with StarRez, CIVITAS, and Salesforce as data sources as they pertain to Residential College students.

Professional Development / Training / Presentations (10% of Role Responsibility)

- Participate in ongoing professional development and trainings opportunities throughout the year through attendance at Hall Leadership meetings, Professional Development presentations, Pro-Staff and Student Staff Training.
- Serve on a Housing and Residence Life committee annually.
- Serve on a Residential College Council with faculty, Hall staff, and Residential College Ambassadors
- Prepare presentations, as requested, regarding Residential Colleges for Foundations, RA Training, RCA Training, and the RC Advisory Council.
- Attend centralized Student Staff trainings and socials/events in addition to departmental events throughout the academic year when required by your supervisor.

Assessment (5% of Role Responsibility)

- Assist in promoting assessment instruments used for gathering data from learning community members with the Residential College Ambassadors and students. Examples include the EBI Survey, RC Survey, Freshmen Outreach Profiles, and any other university-wide assessment instrument utilized.
- Assist Coordinators with establishing the criteria/practice for measuring learning outcomes and student satisfaction including development and administration of surveys.
- Monitor learning outcomes as identified by each Residential College to see if goals are being met through programming.

Other Job Responsibilities (5% of Role Responsibility)

- Support any rules or regulations in place by the department including assisting with addressing student conduct issues and/or assisting with emergency procedures as needed.

TERMS OF EMPLOYMENT

Enrollment: Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU, preferably the M.Ed. Counseling- Student Affairs program. According to the Graduate College “To be awarded a graduate assistantship, students must be **full-time**, graduate degree-seeking students, with a GPA of 3.0 or higher. Students that are conditionally admitted to a graduate program due to a GPA below 3.0 upon admission are not eligible to receive a graduate assistantship.” (<https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/>).

As a condition for retention in the role, the Graduate Assistant must remain in good academic standing, which includes the following: 1) maintaining a minimum semester and cumulative GPA of 3.00, 2) no grades of C or below, and 3) completion of a minimum of nine (9) credit hours in both Fall and Spring semesters which apply towards graduation.

Period of employment: Employment begins approximately mid-July and runs through the end of the Spring Semester of the same academic year. The Graduate Assistant for Residential Colleges is released for the semester at 5pm the Friday of Finals Week in December and at 5pm the Friday of Finals Week in May. Graduate Assistants are expected to return to work in January by the Monday before the start of classes. Graduate Assistants are off contract during specific dates of the Thanksgiving holiday, Winter Break, and Spring Break.

All Graduate Assistants are hired under a provisional contract that carries a probationary period of one semester during which employment status will be reviewed. It is encouraged that Graduate Assistant candidates view the assistantship as a two year commitment.

Work Hours: The Graduate Assistant will work approximately 20 hours per week including evening and weekend commitments in addition to regularly scheduled office hours. Weekend and evening commitments could include the following: regular staff meetings, opening/closing periods, Labor Day holiday weekend, Homecoming Weekend, Family Weekend, Martin Luther King Jr. holiday weekend, and interview days. Graduate Assistants may not accept other employment during the contract period.

Remuneration: A stipend of at least \$12,000 for a 9 ½ month contract (summer employment upon availability), student health care plan, furnished on-campus apartment, and meal plan, 100% tuition remission-fees not covered. An additional stipend is provided for training during the summer. The Graduate Assistant is obligated to adhere to the policies of their residential community, the Office of Housing and Residence Life, and Northern Arizona University.

Graduate College Information regarding tuition waivers and assistantships can be found at <https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/>

Background Checks:

A criminal background investigation, employment history investigation, and a fingerprint check will be performed prior to employment offer.