

Housing and Residence Life

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GRADUATE ASSISTANT FOR STAFF AND COMMUNITY DEVELOPMENT
Position Description

The Graduate Assistant for Staff and Community Development role is a 9 ½-month, part-time position that reports directly to the Coordinator for Staff and Community Development and is a part of the Housing and Residence Life leadership team.

KNOWLEDGE AND SKILLS

- Effective oral and written communication skills; ability to communicate effectively with individuals from a variety of culturally diverse backgrounds
- Knowledge of administrative practices; organizational skills
- Ability to work independently and meet multiple task deadlines
- Ability to establish and maintain effective student and staff relationships
- Understanding of and commitment to a multicultural/diverse campus community
- 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, residence hall experience, and acceptance into an NAU graduate program, preferably the M.Ed. Counseling- Student Affairs program.

General Responsibilities

The GASCD position is responsible for the overall management and supervision of the Community Development Center (CDC), a resource center for student staff members, while also supporting department-wide initiatives related to staff training and community development. The GASCD has the unique opportunity to co-advise the Dr. Neil Potter Chapter of the National Residence Hall Honorary (NRHH), co-teach the 2-credit RA Pre-Training Service course, and assist in the development of training sessions for staff.

GENERAL AND ADMINISTRATIVE RESPONSIBILITIES

- Management of daily administrative processes.
- Participate in a variety of weekly meetings including departmental professional development meetings, departmental business meetings, supervisory and committee meetings.
- Develop positive working relationships with other departments.
- When supported by the Coordinator for Staff and Community Development, this role may also be given the opportunity to hear student conduct cases on behalf of Housing and Residence Life.
- Other projects and duties as assigned by supervisor.

SPECIFIC RESPONSIBILITIES

COMMUNITY DEVELOPMENT CENTER MANAGEMENT & SUPERVISION

- Manage the daily operations of the Community Development Center which provides programming and community resources to residence hall leaders.
- Complete hiring paperwork required for Community Development Assistants; ensure that FERPA, Sexual Harassment, CERT, Loss Prevention and Information Securities Essential Trainings are completed online during the first 30 days of fall employment.
- Supervise, train and evaluate Community Development Assistants who are responsible for staffing the Community Development Center
- Regularly approve payroll hours completed by each Community Development Assistant. Monitor the reported hours for accuracy.
- Work with the Community Development Assistants to monitor the use of resources and replenish supplies for the Community Development Center.
- Administer and monitor Community Development Center budget and purchasing decisions.
- Provide information regarding campus events and Community Development Center updates through the weekly newsletter.
- Initiate change and develop and implement new ideas and concepts to improve the quality of programming and community development within the residential communities.
- Work with staff members individually to encourage growth and development.
- Facilitate bi-weekly staff meetings to further train Community Development Assistants and gain insight into trends within the Community Development Center.

Co-Advising National Residence Hall Honorary (NRHH)

- Serve as a co-advisor to the Dr. Neil Potter Chapter of the National Residence Hall Honorary.
- Attend NRHH general and executive board meetings as well as large-scale events.
- Assist students in planning and implementing leadership, recognition, and service initiatives.
- Communicate with Co-Advisor about group and individual needs
- Attend weekly one-on-ones with each NRHH executive member in conjunction with co-advisor advisor.
- Opportunity to attend Regional IACURH conferences as well as NACURH conferences.

Professional Development, Training, and Presentations

- Participate in the ongoing professional development and training opportunities throughout the year through attendance at Hall Leadership meetings, Professional Development presentations, Pro-Staff, and RA Training.
- Serve on a Housing and Residence Life committee annually in addition to the Student Staff Training Committee.
- Prepare presentations, as requested for Student Staff Training.
- Attend centralized Student Staff training, all staff meetings, and socials/events in addition to departmental events throughout the academic year when required by your supervisor.

STAFF TRAINING AND DEVELOPMENT RESPONSIBILITIES

- Under the direction of the Coordinator of Staff & Community Development, develop and implement professional staff, graduate staff, and student staff training. This may include student staff training, graduate and full-time staff training and professional development presentations.
- Development of resource and instructional materials for training, assessment of staff training and implementation of feedback to continually improve and enhance these efforts.
- This role may also be given the opportunity to serve as an instructor for EPS 406: The Resident Assistant Pre-Service Training Course.
- Attend All Staff Meetings and support professional and student staff when needed.

PROMOTION OF THE SOCIAL INTEGRATION AND DEVELOPMENT OF RESIDENTIAL STUDENTS AND COMMUNITIES

- Support of active and passive educational programming in the halls based on the Model of Development and Learning (MoDL), incorporating the Theory of Self-Authorship and focusing on the areas of Self, Relationships & Community, Success Skills, and Integration.
- Create and/or provide passive and active programming resources available through the Community Development Center and electronic modalities.
- Active interdepartmental collaboration related to educational topics.
- Promote the involvement of NAU faculty and staff in developing programming.
- Serve as a resource for RAs and RHDs related to community building efforts in their specific halls and any campus-wide efforts.
- Develop an inclusive and welcoming environment for residents and staff; be aware of current events and issues that may impact students; support the HRL Commitment to Inclusive Communities.
- Possess a strong understanding and commitment to the development of students.
- 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.

ADMINISTRATIVE RESPONSIBILITIES

- Management of daily administrative processes.
- Participate in a variety of weekly meetings including departmental professional development meetings, departmental business meetings, supervisory and committee meetings.
- Develop positive working relationships with other departments.
- When supported by the Coordinator of Staff and Community Development, this role may also be given the opportunity to hear student conduct cases on behalf of Housing and Residence Life.
- Other projects and duties as assigned by supervisor.
- Maintain office hours as determined by community needs.
- Attend scheduled weekly departmental Hall Leadership Meetings and other staff meetings, workshops, and development opportunities.
- Actively participate in one departmental committee per academic year in addition to the Student Staff Training Committee. This additional committee may be co-instruction of EPS 406 during the first year of employment.

- Review and authorize expenditures for operational use; ensure budgetary and purchasing card guidelines are followed.

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 Staff and Community Development 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: This position is part-time, *approximately* 20-hours per week with some weekend and evening commitments. Please note that there are some peak times where work hours may exceed 20-hours per week. Graduate Assistants may not accept other employment during the contracted period.

Remuneration: A stipend of at least \$12,000 for a 9 ½ month contract based on start date (which includes July/August training periods), student health care plan, furnished on-campus apartment, meal plan, and 100% tuition remission. Please note that student fees and parking permits are not included. The Graduate Assistant is obligated to adhere to the policies of their residential community, Housing and Residence Life, and Northern Arizona University. Summer employment opportunities with HRL may be available.

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

Background Checks: All employment offers are contingent upon a criminal background investigation, employment history investigation, and a fingerprint check.