



Become a Lumberjack at Northern Arizona University!

Graduate Assistant Information Packet

2020-2021

NAU NORTHERN ARIZONA
UNIVERSITY

Residential Life



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A Message from our Director

Greetings from Flagstaff, Arizona and NAU!

Greetings from Northern Arizona University and the Gateway to the Grand Canyon!

We are thrilled that you are interested in learning more about the opportunities to work with our Residential Life team here on the mountain campus in Flagstaff. Our graduate assistantships are unique in the ways in which we can give you real time experience along with your coursework. Graduate students are vital to the smooth running of our program and the value you bring to us with new experiences and ideas serve to elevate our program further.

We are searching for highly motivated individuals who want to bring in new ideas. As a graduate assistant, you will be able to participate as a colleague and our hope is that we can help to develop the knowledge, skills and abilities that will elevate you as a professional. Graduate students are permitted to take part in professional development opportunities including on and off campus events, as well as regional and perhaps national conferences. Our individualized approach to assistantships will be new this year as well. The intent is to base your experience at NAU on what areas you have and have not had the ability to participate in previously.

I hope you research what a special place NAU, Flagstaff and Northern Arizona is. Please feel free to reach out to myself or my staff with any questions you may have. In the meantime, good luck in your search process and...

Go Lumberjacks!

Carolyn Burrell, M.Ed.
Director of Residential Life
Division of Student Affairs



Carolyn Burrell, M.Ed.
Director of Residential Life



A Message from the Counseling-Student Affairs faculty



Cindy Payne

On behalf of the Northern Arizona University (NAU) Counseling- Student Affairs (CSA) M.Ed. program, I am excited that you are interested in pursuing your master's degree at NAU. This dynamic program, located in this beautiful four-season residential campus setting

is second to none and we look forward to talking with you soon about the myriad of opportunities you will find here.

– *Cindy Payne, Program Coordinator and faculty*



Dr. Dian Squire

Student affairs is an exciting and important field that aims to support students, families, and their communities in developing key dimensions of their identities and completing college. By choosing to enter into the field, you are committing

yourself to engaging in equitable and just ways of being and doing, focusing on the whole student, continuing your education beyond this program, entering a diverse group of learner-educators, and advocating for your students every time you enter campus. We are excited to help prepare you to do that work and look forward to supporting you on your journey.

– *Dr. Dian Squire, Assistant Professor*



The Counseling- Student Affairs Program at NAU:

- Prepares diverse leaders to address the challenges of today and tomorrow
- Centers issues of diversity, inclusion, and social justice
- Requires foundational counseling theory and skills courses to support the development and holistic health of college students
- Provides ample practical experience to apply classroom learning
- Opens up career possibilities in a range of student affairs sub-fields (e.g., housing, orientation, financial aid)
- Focuses on and advocates for understanding the graduate student as a learner by supporting meaningful and healthy assistantship/school routines and self-care
- Creates opportunities for students to explore internships that ready them for a career in the field
- Offers a unique opportunity for students who are interested in working with Native, Indigenous, and/or Aboriginal students and Hispanic and Latinx students due to its geography and strategic partnerships
- Involves graduate students in on-going and new research projects





Graduate Assistant Position Overviews by Position

Graduate Assistant Residence Hall Director (GARHD)

The GARHD is a live-in position responsible for assistance with the administration, operation, and management of a large residential community. GARHDs are expected to enhance the living environment of the residence hall through staff and student development, resident outreach, community building, attention to facilities, and administrative organization, including staff supervision.

[GARHD Position Description](#)

Graduate Assistant for Residential Colleges (GARC)

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.

[GARC Position Description](#)

The GA for Leadership and Student Success (GALSS)

The GA for Leadership and Student Success is a live-in position, responsible for co-advising student leaders on the Residence Hall Association (RHA) Executive Board, assisting with the assessment and tracking of the Residential Life Residential Experience (REX) community building model, collaborating with hall staff to connect first year student programming to upper division programming and resources. This position provides a unique opportunity to work collaboratively with multiple offices and units to develop upper division student retention initiatives for residential students in conjunction with the Division of Student Affairs.

[GALSS Position Description](#)

Qualifications:

To be awarded a graduate assistantship, students must be full-time, graduate degree-seeking students in the Counseling-Student Affairs program, 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.



Terms of Employment

Remuneration:

A stipend of at least \$14,000 for a 9 1/2 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. Student fees and parking permits are not included. The Graduate Assistant is obligated to adhere to the policies of their residential community, Residential Life, and Northern Arizona University. Summer employment opportunities with Residential Life may be available.

Background Checks:

Employment is contingent upon satisfactory results for the following: a criminal background investigation, an employment history verification, and a degree verification (in some cases) prior to employment. Successful candidates will also be required to complete a fingerprint background check.

GA Selection Timeline and How to Apply

- Graduate Assistant Application Opens: October 25
- Application Closes: January 31, 2020 at 11:59 p.m.
- 1st Round Interviews (Phone): February 6-20, 2020
- 2nd Round Interviews (Skype/In Person): February 18-March 3, 2020
 - In-Person will be at OPE. Skype will be for non-OPE candidates
- OPE: February 27-March 3, 2020
- Reference Request Email Sent: February 25, 2020
- References Due: March 8, 2020
- All interviews completed: March 11, 2020
- Successful candidates will receive a joint offer of admission to the Counseling- Student Affairs program and an offer for a Graduate Assistantship in Residential Life in mid March 2019
- Start date will be on July 13, 2020

How to Apply:

In order to be considered for any of the GA positions, candidates must complete the [Graduate Assistantship application](#) that includes the submission of a cover letter, resume, and references. In addition, candidates must complete all requirements for application to the Counseling-Student Affairs program.

Contact Us!

Please contact Jessica Velazquez and Jacob Matthews, GA Selection Co-Chairs, via email by ResLifeGAJobs@nau.edu or by phone at 928-523-5840. We look forward to hearing from you!



Graduate Assistant Testimonials

How does your Graduate Assistantship compliment or enhance your in-class learning?



Scout Miller, GARHD: My graduate assistantship allows me to have a hands on approach to the theories and practices that I am learning in the class room setting. I get to talk about logistics and reasoning behind why these theories and practices exist in the classroom, adapt them to fit my own Student Affairs philosophy, and model that philosophy with the students I get to work with.



Salvador Lopez, GARC: Thanks to NAU, I have the opportunity to collaborate with different campus partners (Academic Advising, Career Center, Tutoring, etc.) on a regular base to support students transition and provide some extra help for them to achieve academic success. I also have the opportunity to work directly with faculty members from different colleges on campus while still working directly with first-year students. I also have the honor to work within residential life for the first time in my student affairs career, which has provided me with considerable insights regarding students experiences who live on-campus.



Lake Luther, GARHD: I use the techniques I learn in my counseling classes with meetings (whether they be conduct or 1:1s) as well as just learning more about myself and how I like to talk to people. The student affairs class just gives me more of an understanding of the position as well as sparks interest in me wanting to advocate more and be aware of what's happening around me.

What unique opportunity have you been given here and maybe would not have been given elsewhere that has contributed to your future career path?



Kimberly Bright, GARHD: Here [at NAU] I have the opportunity to work in housing and in academia with the residential colleges program. This means that not only do I get to continue working with students in the residence halls, but I also get to work with faculty on a personal level to promote the advancement of first-year students. In the future I want to earn my PhD and work in higher education administration and this unique opportunity at NAU gives me an opportunity to view multiple sides of what I could be doing in my career.



Jana Burd, GARC: The counseling aspect within the program. I'm weighing possible going into clinical counseling in the future and this program helps me with reaching that goal.



Janelle Seibert, GARHD: My first Spring semester at NAU, I had the opportunity to be on multiple task forces within Residential Life that looked at improving our current community building model and through my experience in a community with both first year students and upper-division students, I was able to provide a different lens to the group. Also, The counseling program here has improved my skills as a crisis responder, supervisor, and mentor.



Get to know NAU

NAU at a Glance

Northern Arizona University is an accredited, public research university with its beautiful main campus located on 740 acres in Flagstaff, Arizona. The university values and promotes a diverse university community and graduates individuals who are prepared to contribute to the social, economic, and environmental needs of a changing world.

The university's student enrollment has been record breaking; including undergraduate and graduate students at the Flagstaff campus, online, and at extended campuses throughout Arizona; students total just over 31,000. Check out the [Quick Facts](#) or the [Current NAU Fact Book](#) that was compiled by our Office of Planning and Institutional Research from the past academic year. Also, check out [NAU's Points of Pride](#) for more information!

We have an involved and committed student body at NAU - with over 350 clubs and organizations, from honors societies to a Quiddich team, there's something for everyone. Check out the [Student Characteristics](#) or some of the information below to help you get a feel for our student body.

Founded: 1899
University type: Public, high-research
President: Rita Cheng
Accreditation: Higher Learning Commission

City: Flagstaff
Elevation: 7,000 feet
Average sunny days: 288



Total 30,736

Flagstaff campus	22,791
Statewide locations	1,778
Yuma	516
Online/Personalized Learning	5,651
Total staff	4,949
Full-time faculty	1,180

Enrollment (Fall 2019)

Male	11,814
Female	19,259
Arizona Resident	20,696
Non-Arizona Resident	10,377

From nau.edu/institutional-research/quick-facts/

Full Time Undergraduate Flagstaff Enrollment: 22,134

Residential Population: over 8,500 students

Number of undergraduate degree programs: 95

Number of graduate degree programs: 61

Top Academic Programs (by enrollment):

Biomedical Science • Nursing, Criminology and Criminal Justice Elementary Education • Biology

Campus: 740 acres, including 23 residential buildings

Year Established: 1899

Alumni: more than 165,113 from the US.



Louie the Lumberjack



Flagstaff and Surrounding Area

Flagstaff is not what first comes to mind when you think of Arizona. Flagstaff and Northern Arizona replace the famous Saguaro cacti and constant heat in the Southern part of the state with the world's largest Ponderosa Pine forest and all four seasons: including enough snow to support a ski resort. Nestled at the base of the San Francisco Peaks (a long dormant volcano) Flagstaff, with its population of 68,000, feels like a small mountain town with a lot of personality. Between the 200+ restaurants, 10 breweries, 300 days of sunshine, and close proximity to the Grand Canyon and other hiking hot spots, Flag is the place to be for people of all interests.

Learn about Flagstaff

- [Chamber of commerce](#)
- [Visit Flagstaff \(Video\)](#)

Flagstaff is:

- 1.5 hours from the Grand Canyon
- 2.5 hours from Phoenix
- 4 hours from Las Vegas
- Features over 200 restaurants
- Nestled at the base of the San Francisco Peaks (12,633 ft.)
- Located in the middle of the largest Ponderosa pine forest in the world
- Surrounded by some of the most beautiful country in the southwest



Pluto was discovered at Lowell Observatory in Flagstaff, AZ.

—flagstaffarizona.org/media/fast-facts

Things you'll love about Flagstaff: The Short List

Location - Flagstaff is 1.5 hours from the Grand Canyon, 2 hours from Phoenix, and 4 hours from Las Vegas. Sedona, the Red Rock country in Arizona, is also just 45 minutes down the beautiful Oak Creek Canyon scenic highway.

Arizona Snowbowl - Northern Arizona's only ski resort, just 10 miles North of Flagstaff, is open November to March.

First Friday Art Walk - a once a month event downtown showcasing the Flagstaff community through art, music, events, and food.

Lowell Observatory- the greatest place on Earth. Flagstaff is the world's FIRST international Dark Sky City, which means we have some of the best views for night sky viewing. Lowell Observatory was founded as one of the first observatories in the West and is the home of Pluto, which was discovered there in 1930.

Heritage Square and Downtown - downtown Flagstaff is the place to go to shop local and support the community. Heritage Square holds events throughout the year: from movies in the summer to concerts and art fairs, there is usually something going on in the square.



Community Building

Residential Life at NAU is focused on helping GAs develop skills and competencies to prepare them for future positions. To accomplish that, Residential Life provides development opportunities throughout the GA position.

Advising

GARHDs at NAU co-advise a Community Council with a full-time RHD. This is a great way to have an impact on students throughout your community and get to know your residents.

The GASCD has the opportunity to co-advise NAU's National Residence Hall Honorary chapter. The advising experience is a great hands-on way to develop your style and skills in areas such as leadership development, delegation, accountability, and motivation.

Large-Scale Event Planning

Residential Life staff take part in a group that plans, facilitates, and executes a campus wide event. Some events have been traditional for multiple years while others are in their first few years of existence. The Letters, Running of the Freshmen, Family Weekend, and a spring welcome back event are all examples of Residential Life programming. Ask us for more details!

Departmental Committees

As a GA, you also serve on a departmental committee. These committees include the Diversity Committee, RHD Selection, GA Selection, RA Selection, and Student Staff Training. GA's may volunteer to serve as an instructor for the RA Class, EPS 406, during the 2nd semester of their first year, this opportunity would take place of other committee involvement. As you serve on these committees, you have the opportunity to create processes and develop teamwork skills.

Weekend Commitments

We know that a lot of community building is done on the weekend: that's when our students are the most active and involved. We value being able to connect with and serve our residents where they are at, so we do ask for GAs to be present and involved during key times of the year such as Move-in, Homecoming, Family Weekend, etc.



Meet the Department

Mission Statement:

To provide **welcoming, vibrant** communities that foster personal growth and enhance the ***student experience.***

Commitment to Inclusive Communities:

We are committed to fostering inclusive communities where individuals feel valued, safe, and understood. To promote the success of students, staff and faculty, we strive to learn about individual and shared human experiences, while advocating for the respect and inclusion of all identities.

This commitment is intended to guide University Housing and Residential Life in their work with students and staff. We utilize the Commitment to Inclusive Communities as a tool to enhance our mission and to shape our residential communities.

Values:

Learning, Integrity, Student-Centered, Inclusive Communities, Attitude-of-Service

Student Conduct Educational Philosophy:

Our student conduct philosophy centers on three goals

That the student conduct process be :

1. Fair and transparent
2. Educational
3. Community-focused



Professional Development

The Residential Life team represents a diverse group of people with a variety of experiences, education, training, and career goals. It is important to our department that employees are developed to their highest potential. We accomplish this development primarily through training, mentorship, and personal educational endeavors. Professional development is an on-going, continuous process throughout the course of an employee's career.

We organize professional development plans using the NASPA and ACPA professional competencies as a framework from which each individual can assess and set goals around specific competencies. This allows each employee to take ownership over their own development. These plans are shared with their supervisor so that they may be able to provide support, resources, and guidance.

Thank you for your interest in joining our Lumberjack family! If you have any questions about the position, application process, or NAU/Flagstaff please contact: Jessica Velazquez and Jacob Matthews, GA Selection Co-Chairs, via email at ResLifeGAJobs@nau.edu or by phone at 928-523-5840. We look forward to hearing from you!



Frequently Asked Questions (FAQs)

Does NAU allow staff to have pets?

We are able to accommodate service animals and other approved animals that have successfully registered with NAU's Disability Resources department.

What is your policy regarding partners and guests?

Domestic partner benefits were phased out at state institutions after marriage equality was implemented in the state of Arizona. However, our department has created guidelines for full-time and graduate live-in staff members regarding their apartments and affiliates, dependents, and guests.

Does NAU reimburse relocation/moving costs should I be offered and accept a Graduate Assistant position?

Unfortunately, we are not able to reimburse moving expenses at this time.

If offered a GARHD position, will I be told my community placement?

Generally speaking, most community placements are made during the summer and after both the GA Selection and Full Time Residence Hall Director searches are concluded. Staff members are hired for the department and then placed based on the department's needs and the skill set that the GA brings. We aim to hire candidates who could work anywhere within our system, rather than with only within one specific community.

Does NAU require candidates to apply for the Counseling-Student Affairs Master's program?

Housing and Residence Life does run a dual process where candidates must apply and be successful in both processes to be offered a position. All CSA grads are required to have a graduate assistantship.