

**Campus Living Initiatives and Partnerships (CLIP) Graduate Assistant  
POSITION DESCRIPTION  
2022-2023**

**Department Overview**

Housing and Residence Life (HRL) at Northern Arizona University houses 7,800 students and staff in 22 campus living communities (CLCs), including traditional, suite and apartment communities. Our departmental mission and four foundational value areas work in concert to provide an intentional, comprehensive and expansive lens guiding all we do and how we do it. Through our values, we ground our approach, priorities, decisions, interactions, services, staffing, resources, processes, policies, reflection and navigation of complex situations.

Housing and Residence Life [Mission Statement](#):

*"We create a welcoming and vibrant campus living experience where students connect, explore and belong."*

Our four [foundational value areas](#):

- Care and Support
- Community and Connectedness
- Equity and Inclusion
- Learning and Development

We value and honor diverse experiences and perspectives, and 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.

**Position Summary**

The Campus Living Initiatives and Partnerships (CLIP) Graduate Assistant is a 20-hour average/week, academic-year live-on position, reporting directly to a one of four CLIP Coordinators. As one of eight CLIP GAs, this role supports students, staff and the department in advancing our mission and foundational value areas through effective, intentional and innovative initiatives and campus partnerships.

Each CLIP GA has a primary focus on a designated foundational value area (Care and Support; Community and Connectedness; Equity and Inclusion; Learning and Development) for which they assist in further developing, maintaining and assessing related initiatives and campus partnerships. This includes helping to identify, initiate, develop, enhance, support and assess programmatic, staffing and financial collaborative efforts with campus partners that provide a synergistic living experience connecting personal, social, academic and career elements. In addition to their primary value area, CLIP GAs work regularly as a team to provide additional shared energy and resources to support emerging and/or complex initiatives.

Each CLIP GA supervises a CLIP Peer Support team of approximately five student CLIPPs. Collectively, the team supports both the CLIP Coordinator's primary value area and any designated team efforts across areas, including providing academic and career support in the campus living communities (CLCs). Working directly hand-in-hand with the Campus living Community (CLC) staff and the Campus Living Operations (CLO) staff, the CLIP staff help to implement a community and resident engagement (CARE) plan in each CLC that reflects current student development needs and trends, contributes to diversity and inclusion efforts, and supports the mission and values of HRL and the NAU Strategic Roadmap.

**Job Functions and Duties**

### **Campus Living Initiatives and Partnerships – 45%**

- Support key initiatives and campus resource/academic college partnerships within foundational value area(s). Work as a team to support and manage additional focus and resources toward emerging and/or complex initiatives that may align with another and/or multiple foundational value areas.
- Maintain ongoing partnerships with faculty and campus resources to implement targeted programs, initiatives and resources that support HRL foundational values, Student Affairs priorities, and the NAU Strategic Roadmap. Support college/school/major priorities and approaches from each college and identify ways to align and further enhance with a campus living component.
- Assist with identifying, developing, enhancing, supporting and assessing programmatic, staffing and financial collaborative efforts with campus partners that generate a synergistic living experience connecting personal, social, academic and career elements.
- In collaboration with CLIP staff and CLC staff, help to implement determined priorities for the departmental community and resident engagement (CARE) framework supporting the intersection of academic, career and social life for freshmen through senior/grad housing in the CLCs.
- Meet during designated times with faculty fellows/academic liaisons, campus partners, and staff to assess student needs, and to plan engagement opportunities, academic college and major-specific events.
- Support goals and priorities for building inclusive communities; promote and demonstrate the department's Commitment to Inclusive Communities and contribute to environments that value and respect individuals, and integrate an awareness and appreciation of differences.
- Run and monitor staff programming reports; identify and share trends and opportunities for community and resident engagement (CARE) activities through quarterly reports.
- Assist as needed with the coordination and implementation of HRL Signature Events/Programs intended to enhance the NAU campus living experience, including Welcome Jack move-in assistance program, The Letters event and other large-scale efforts; collaborate in planning campus-wide events including Welcome Week, NAU Homecoming, Family Weekend, Student Staff Kick Off Day, cultural programming, athletics events, and other partnered efforts.
- Special Assignments: depending on assigned area, CLIP GAs may have opportunity to support designated initiatives, partnerships, or roles, including but not limited to:
  - Secondary advisor to Residence Hall Association (RHA) with the supervising CLIP Coordinator
  - Secondary advisor to National Residence Hall Honorary (NRHH) with the supervising CLIP Coordinator
  - Secondary Advisor for IACURH Regional Leadership Conference, IACURH Regional Business Conference, Arizona Residential Leadership Conference and/or NACURH Annual Conference
  - Assisting with management of the Campus Living Resource Center (CLRC)
  - Assisting with coordination of Welcome Jacks program
  - Assisting with regular campus living e-newsletter creation and distribution
  - Co-instructing pre-service or concurrent service leadership course for student staff members
  - Instructing NAU 100 course

### **Staff Supervision and Development – 30%**

- Supervise a CLIP Peer Support team of approximately five student CLIPPs.
- Meet regularly with CLIP Coordinator and CLIP GAs to strategize on the support and development of CLIPP staff.
- Work with staff members individually through regular one-on-one meetings/interactions, and as a team during scheduled staff meetings, to encourage growth and development.
- Provide staff ongoing positive and constructive feedback including two evaluations over the course of the academic year to measure success and growth in the CLIPPS position.
- Participate in departmental staffing efforts, including inclusive, intentional and comprehensive recruitment, selection, onboarding and training processes.
- Assist in facilitating departmental student staff training and specific CLIPPS training sessions.
- Organize and facilitate staff development activities to promote a strong sense of team and support.
- Approve payroll hours completed by each CLIPP following university and department guidelines and schedules.

### **Student Support and Crisis/Critical Incident Response – 10%**

- Provide on-call response during pre-scheduled shifts including some designated weekdays, weekends, and holidays. Consult with Manager on-call for high-level situations involving students and follow up with hall staff accordingly.
- Address emergency and crisis situations appropriately as they arise and work to mitigate community impact.
- Provide support, guidance and appropriate referrals for residents in need of professional services and resources; be knowledgeable of campus and community resources.
- Apply conflict resolution skills when responding to students in crisis, roommate conflicts, student concerns, etc.

- Understand and enforce the policies and procedures of the NAU Student Code of Conduct and HRL Standards of Residence; lead with care and an educational focus on student behavior, individual and community impact, and student learning.

#### Administration, Operations and Departmental Engagement – 10%

- Communicate regularly with supervisor and Assistant Director (AD) as needed to provide accurate, timely and detailed information.
- Attend scheduled weekly departmental meetings and other designated staff meetings, workshops, and developmental opportunities.
- Utilize software to manage student engagement reports, student employment, etc.; become proficient with primary management systems including StarRez and Maxient.
- Review and collaborate with supervisor and AD to authorize expenditures for community engagement and staff development; ensure HRL and NAU budgetary guidelines are followed.
- Make purchases for programs using department-issued Purchasing Card; reconcile transactions and receipts on a regular basis and in line with university expectations.
- Actively participate in one departmental committee per academic year.

#### Other – 5%

- Other duties as assigned.

### Qualifications

- **Minimum:** Bachelor's degree and acceptance into a NAU graduate program that allows completion of all duties and responsibilities outlined in this position description.
- **Preferred:** Housing or other student affairs experience.

### Graduate Program of Study

In support of our department's [foundational value areas](#), and to further the depth and breadth of our collective lens that guides our work, Housing and Residence Life recruits and hires graduate students from a variety of programs of study, including doctoral students:

- For those pursuing a career in Student Affairs, HRL collaborates directly with the [M.Ed. Counseling – Student Affairs Program](#) to provide a comprehensive and foundational experience to help prepare emerging professionals in HRL and all other areas of Student Affairs.
- For those pursuing other career fields, HRL positions provide a robust opportunity to develop relevant and transferable skills. Students who see valuable connections between the Graduate Assistant position responsibilities and their field of study are also encouraged to apply.

### Knowledge, Skills, and Abilities

- Effective oral and written communication skills.
- Knowledge of administrative practices; organizational, time management, and prioritization 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 diverse campus community; ability to communicate effectively with individuals from a variety of diverse backgrounds.
- Active listening skills.
- Strong leadership practices.

### Remuneration and Benefits

- Stipend of \$16,000 for 10-month academic year appointment (paid bi-weekly, same amount regardless of number of hours worked, including paychecks over the breaks)
- 100% tuition remission during the fall and spring semesters (excluding any university and program fees)
- Health insurance - [major medical healthcare plan](#)
- Furnished one-bedroom apartment on campus, located in one of the campus living communities (CLCs)
- Partial meal plan that includes 50 meals/semester and \$600 dining dollars/semester (available when campus dining is operating)

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

## Terms of Appointment

### Enrollment

- Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU.
- As a condition for retention in the role, the Graduate Assistant must meet the [NAU Graduate College's requirements](#) for continuation in their graduate program.

### Period of employment

- Employment period is from mid-July 2022 through mid-May 2023 (specific dates TBD).
- GAs are released for the semester at 5:00 p.m. the Monday following Finals Week in December and expected to return to work the Monday the week prior to the start of classes. GAs are off contract during specific dates of the Thanksgiving holiday (Thursday through Sunday), Winter Break, and Spring Break.
- All GAs are hired under a provisional contract that carries a probationary period during their first semester.
- Per the Graduate College, Master's students are not granted assistantships for more than two years. Doctoral students may receive support as graduate assistants beyond the two-year period.
- Summer employment opportunities with Housing and Residence Life may be available but are not guaranteed.

### Work Hours

- This position is part-time, approximately 20 hours/week on average.
  - [NAU GA Handbook](#): In setting their work schedule, graduate assistants need to be aware that, even though specific duties may sometimes require working more hours per week than an appointment specifies (e.g., during finals week when tests must be graded and grades submitted by a deadline), total hours should balance out over the appointment period. The total stipend is divided into two-week pay periods between the appointment dates.
  - GAs continue to receive a bi-weekly paycheck over breaks when off contract.
- Peak times require over 20 hours/week. The total stipend amount accounts for and includes these times. Peak times include:
  - July/August staff training (approximately 40 hours/week)
  - Fall/Spring opening of the CLCs prior to classes beginning (approximately 40 hours/week)
  - Fall/Spring closing of the CLCs at the end of each semester (approximately 40 hours/week)
- The GA position includes evening and weekend commitments such as:
  - Regular staff meetings
  - Scheduled on-call shifts
  - Opening/closing periods
  - Labor Day, MLK, Jr. Day, Homecoming, and Family Weekends
  - Staff interview days
  - Student Staff Kickoff Day

### Policies

- Graduate Assistants are responsible for adhering to the policies of Housing and Residence Life, [Graduate College](#) and Northern Arizona University.
- Affiliate Policy: GAs may request an affiliate, a person who is 18 years of age or older, to live with them. The term "affiliate" may encompass a variety of relations to the staff member including but not limited to partner, spouse, parent, etc. Approval for affiliates over the age of 18 is contingent on completion of a background check. GAs may also request affiliate status for dependent minors to live on campus with them.

- HRL Responsible Pet Ownership Policy and Agreement – full-time and graduate staff are allowed to own and house pets in staff apartments provided the appropriate steps for approval are taken, and conditions of the pet policy are met. Eligible Animals that may be approved include one cat OR one dog under 75 lbs.

#### **Background Checks**

- All employment offers are contingent upon a criminal background investigation, employment history investigation, and a fingerprint check.
- A criminal record with misdemeanors does not automatically disqualify a candidate from eligibility for employment with Housing and Residence Life.

#### **Hiring and Onboarding Process**

- Employment offers will be made between March and early April.
- In accordance with the National Council of Graduate Schools resolution, candidates have until April 15, 2022 to accept or decline their offer. After April 15, the department may rescind an offer of employment if the candidate has not responded.
- After accepting their offer, GAs can expect some communication from the department prior to their official start date. Communication will take place via email and phone and will serve to coordinate move-in logistics, complete hiring paperwork, and address any questions or concerns the GA may have as they are transitioning into their role.

If you are an individual with a disability and need reasonable accommodation to participate in the hiring process please contact [Disability Resources](#) at 928-523-8773 or DR@nau.edu.

Northern Arizona University does not discriminate on the basis of sex, race, color, age, national origin, religion, sexual orientation, disability, veteran status, gender identity and expression, genetic information, or other legally or policy protected status, in the university's services, educational programs, and activities, including but not limited to, admission to and employment by the university. As a federal contractor, the university is committed to affirmative action in employment for women, minorities, individuals with disabilities and covered veterans.