General Responsibilities

The Graduate Assistant for Leadership and Student Success is a 9 ½ month, part-time position that reports directly to the Assistant Director of Residential Life. The GA for Leadership and Student Success is a live-in position, responsible for co-advising upper division 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. The GA serves as a liaison between Residential Life and the Office of Inclusion’s ID Scholar student mentor program. 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.

QUALIFICATIONS

Bachelor's degree, student affairs experience, and acceptance into a NAU graduate program that allows completion of all duties and responsibilities outlined in this position description.

KNOWLEDGE AND SKILLS

- Effective oral and written communication skills
- 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 diverse campus community; ability to communicate effectively with individuals from a variety of culturally diverse backgrounds
- Awareness of and commitment to the mission, values, and Commitment to Inclusive Communities of Residential Life and the mission and values of Northern Arizona University

SPECIFIC RESPONSIBILITIES

Residence Hall Association Advising and Support

- Serve as co-advisor to the Residence Hall Association (RHA) with an Assistant Director of Residential Life.
- Directly supervise/advise two compensated RHA Executives and 3-5 RHA Chair positions.
- Attend weekly RHA General Council meetings and RHA Executive Board Meetings.
- Plan and implement trainings and developmental opportunities as needed.
- Attend student leadership conferences as needed.
- Collaborate with the co-advisor(s) to the National Residence Hall Honorary.
- Develop resources and trainings related to advising residential student organizations for Community Council advisors.

### Upper Division Student Outreach
- In conjunction with the Residential College staff work to develop bridging efforts for students returning to the residence halls after their first year.
- Develop and implement best practices for sophomore/upper division student success through outreach and programming efforts.

### Student Training and Development
- Develop and implement professional staff, graduate staff, and paraprofessional staff training. This may include paraprofessional training, graduate and full time staff trainings and professional development presentations.
- This role may also be given the opportunity to serve as an instructor for EPS 406: The Resident Assistant Pre-Service Training Course.
- Collaborate with Career Development to integrate career workshops and trainings into student staff training and community building efforts in sophomore/upper division housing.

### Promotion of the Social Integration and Development of Residential Students and Communities
- Utilize information collected through StarRez program and conversation tracking to identify trends in programming and where additional resources can be provided.
- Active collaboration with Institutional and Divisional entities related to educational topics.
- Assist in the coordination of on-going recognition of hall staff’s community building efforts.
- Serve as a resource for RAs and RHDs related to community building efforts in their specific halls and any campus-wide efforts.

### Promotion and Demonstration of Departmental Commitment to Diversity and Inclusion
- Serve as a liaison with the Office of Inclusion: Multicultural and LGBTQIA Student Service with the Inclusion and Diversity Scholar student mentor position.
- Demonstrate personal and professional commitment to diversity.
- Serve as a partner to campus entities related to diversity initiatives and programs.
- Work to provide passive and active educational opportunities for residential students on diversity related topics in alignment with the departmental Residential Experience (REX) community building model.

### TERMS OF EMPLOYMENT

**Enrollment:** Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU. Preference is given to candidates who are accepted into the M.Ed. Counseling- Student Affairs program at NAU. To apply and view the admissions requirements please visit [https://nau.edu/ed-psych/counseling-student-affairs-master-of-education/](https://nau.edu/ed-psych/counseling-student-affairs-master-of-education/)
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 twelve (12) credit hours in both Fall and Spring semesters which apply towards graduation.

**Period of employment:** Employment begins July 13, 2020 and runs through the end of the Spring Semester of the same academic year. The Graduate Assistant for Leadership and Student Success is released for the semester at 5:00 p.m. the Friday of Finals Week in December and at 5:00 p.m. 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 (Thursday through Sunday), 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 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 unless otherwise approved by your supervisor, Assistant Director, and the Graduate College.

**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. University fees and parking passes are not covered by Residential Life. 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.

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