



SHENANDOAH[™]
U N I V E R S I T Y

Division of Student Affairs

Job Description

Graduate Assistant for Office of Residence Life

Residence Life Graduate Assistant Responsibilities (20 hours per week):

The residence life graduate assistance (GA) will serve as a member of the Office of Residence Life central staff and is responsible for the management of a residence hall community. The GA will also focus on supporting and mentoring residents, supervising a resident assistant staff, serving as a conduct officer and coordinating educational out-of-classroom experiences that engage and inspire student learning and development.

The GA will assist with the coordination and implementation of several departmental functions, including student conduct, the housing lottery, staff development and training, resident assistant evaluation and selection processes, roommate mediation and room change processes, hall closing procedures, staff appreciation/recognition and programming. The GA will also serve in an administrative role assisting with daily tasks and office functions for the Office of Residence Life.

To accomplish the goals of the position, the GA must be knowledgeable about facility management, university policies and procedures, crisis management, leadership development and student development theories and best practices. The GA has the unique opportunity to work with and mentor students in their own growth and development.

Along with the responsibilities of this position comes a special opportunity to learn about organizational leadership in a higher education setting. The GA will receive specialized leadership training as well as have many opportunities to advance themselves professionally through on-the-job training as well as professional development opportunities.

Qualifications:

- must be enrolled at Shenandoah in a graduate school program (part-time or full-time)
- must have a bachelor's degree
- must have a background in program planning, implementation and evaluation
- must have ability to work with a diverse student population
- must have strong organizational skills and possess an eye for detail
- must be able to multitask and meet deadlines required for reporting and submitting paperwork
- must have an understanding of and an appreciation for university policies and procedures, and serve as a conduct officer for the Office of Residence Life
- must have above-average communication and leadership skills
- must desire to serve as a role model for other students
- must show competence in technology and proficiency in Word, Excel and PowerPoint

- must be highly motivated, enthusiastic and outgoing
- must understand the value of out-of-class engagement in the campus environment
- must have excellent decision-making abilities
- must have experience working with and mentoring students
- prior crisis management and/or residence life experience strongly preferred

Requirements:

Due to the on-call responsibilities of this position, the graduate student is required to live on campus. He/she will participate in the Residence Life staff rotating duty schedule. Although not required, previous supervisory and/or leadership experience is strongly recommended. Customer service, teamwork, problem-solving and people skills are required.

Salary and Benefits:

- \$3,000 stipend, a meal plan, and residential housing
- opportunity to work directly with students to gain valuable supervisory, advisory and management skills.

Term:

January 2021 through May 2021