



# University of North Alabama

## Housing & Residence Life

### Graduate Assistant Job Description & Position Agreement

The Graduate Assistant role is a 12-month, part-time position that reports directly to an Area Coordinator and will assist in the development and implementation of community initiatives related to student staff and residence halls.

#### QUALIFICATIONS

- Bachelor's degree
- Housing experience preferred
- Acceptance into a UNA graduate program

#### KNOWLEDGE AND SKILLS

- Excellent oral and written communication skills
- Outstanding organization 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
- Possess a strong understanding and commitment to the development of students
- Awareness of and commitment to the mission of Housing & Residence Life and University of North Alabama

#### GENERAL RESPONSIBILITIES

- Assist with the administration and managerial operation of a residential community.
- Enhance the living environment of the residence halls through staff and student development, resident outreach, community building, attention to facilities, and administrative organization.
- Participate in a variety of weekly meetings including departmental professional development meetings, business meetings, supervisory and committee meetings.
- Participate in a year-round duty rotation to provide support to the residential population and handle emergency/crisis situations as they arise.
- Attend and help facilitate events outside of normal office hours.
- Other projects and duties as assigned by supervisor.

#### STUDENT AND COMMUNITY DEVELOPMENT RESPONSIBILITIES

- Provide programmatic and administrative support to professional and student staff.
- Advise the elected hall council officers and student staff to coordinate an effective hall organization and attend hall association meetings.
- Become acquainted with residential students and provide personal and administrative support necessary in developing an inclusive community environment.
- Assist in developing and maintaining an atmosphere conducive to study and community living, and encourage students to take responsibility for developing a community atmosphere utilizing community standards.
- Counsel, advise, and provide appropriate referrals for residents in need of professional services
- Apply conflict resolution skills and active listening skills when responding to student crisis situations.

- Be familiar with and enforce the rules and regulations of the University and Housing & Residence Life.
- Serve as a University conduct hearing officer for Housing & Residence Life. Address inappropriate behavior of students and in following due process, determine fair and appropriate sanctions. Make appropriate referrals, including but not limited to, Student Conduct, Student of Concern, and Counseling.
- Initiate change and develop and implement new ideas and concepts to improve the quality of life within the residence hall.

#### ADMINISTRATIVE RESPONSIBILITIES

- Communicate regularly with Area Coordinators and Assistant Directors, providing accurate and detailed information, and keep supervisors informed of events in the hall on a timely basis.
- Maintain office hours as determined by departmental needs in the office.
- Assist with opening and closing of residence halls each semester. Submit corresponding reports as necessary.
- Assist with facilitating residence hall operations including student room assignments, room changes, consolidation, and reapplication status.
- Tour and inspect facilities to ensure building safety and security; recommend modifications in policy and procedure to upgrade safety and security of facilities. Oversee health and safety inspections as necessary.

#### SUPERVISION AND STAFF DEVELOPMENT RESPONSIBILITIES

- Supervise of a staff of six to twelve Resident Advisors
- Conduct weekly staff meetings and provide staff developments throughout the semester
- Communicate regularly with staff regarding expectations of them as a group and as individuals
- Remain aware of RA relationships with residents
- Remain aware of staff's interactions and its effect on the working relationship of the staff
- Oversee Resident Advisors in developing or presenting programs for the hall, wing, floor as outlined by the Residential Education Program
- Assist with roommate mediations
- Offer positive feedback and constructive criticism when appropriate. Conduct formal evaluations of Resident Advisors each year

#### DEPARTMENTAL / DIVISIONAL RESPONSIBILITIES

- Participate in university and divisional programs and events including, but not limited to, fall and spring preview days, welcome week, campus initiatives, SOAR, etc.
- Participate in departmental processes such as student staff selection and training.
- Assist in the coordination of on-going recognition of hall staff and community building efforts.
- Responsible for other duties as directed by supervisor and/or professional staff members.

#### TERMS OF EMPLOYMENT

- Enrollment: Employment is contingent upon admission to a graduate program at UNA. 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 3.0 and 2) completion, each semester, of six (6) credit hours which apply towards graduation.
- Period of employment: Employment begins June 1st and runs through May 31st of the following calendar year. Graduate Assistants are hired under a provisional agreement that carries a probationary period of one semester during which employment status will be

reviewed. It is encouraged that GA candidates view the assistantship as a two-year commitment. Academic internships, student teaching, clinicals, and practicum hours must be submitted in writing for approval from your supervisor prior to involvement.

- Work Hours: The Graduate Assistant will work approximately 29 hours per week including evening and weekend commitments in addition to regularly scheduled office hours. The determined number of hours will be logged and reported to their designated supervisor.
- Graduate Assistants are expected to be on campus at least two weekends each month. Graduate Assistants may not accept other employment during this agreement period unless approved by the Associate/Assistant Director of Housing & Residence Life.
- Remuneration: A stipend of \$600 per month for a twelve-month agreement, on-campus apartment, meal plan/dining dollars, and tuition remission up to six hours per semester.
- The Graduate Assistant is obligated to adhere to the policies of their residential community, Housing & Residence Life, and University of North Alabama.
- Background Check: A criminal background investigation and employment history investigation will be performed prior to employment offer.

I, \_\_\_\_\_, accept the appointment as a Graduate Assistant for the Department of Housing & Residence Life at University of North Alabama for the 2022-2023 academic year and I understand that the above conditions are a part of this acceptance. Employment as a Graduate Assistant is contingent upon the approval of the Assistant/Associate Director of Housing & Residence Life.

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Graduate Assistant Name (Please Print)

\_\_\_\_\_  
Graduate Assistant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant/Associate Director Signature

\_\_\_\_\_  
Date