



Position Description

Working Title: Graduate Assistant

Position Function Summary:

The Graduate Assistant position is a para-professional staff member within the Housing Department responsible for providing support and assistance to a Resident Director or Area Coordinator within a residential community comprised of one or more residence hall buildings.

Supervisor: Resident Director or Area Coordinator

Minimum Qualifications: Bachelors Degree required.
Enrolled as a full-time graduate student at the Academy of Art University
Maintain a 3.0 cumulative grade point average

RESPONSIBILITIES:

- Participate in the training and assist with comprehensive supervision and evaluation of Resident Assistants
- Counsel, advise, and provide information to students in the following ways:
 - informal, daily contact with residents of the area community
 - interaction with student leaders and leadership organizations
 - individual guidance and collaboration with University resources for academic, personal concerns, and roommate conflict mediation
 - development and implementation of educational, cultural, social, recreational and leadership programs
- Complete a minimum of 10 office hours per week; Complete a total of 20 hours of Graduate Assistant duties as determined by supervisor
- In collaboration with Housing Department, form appreciation committee and provide appreciation opportunities for student staff
- Coordinate and support the administration of student conduct paperwork at the discretion of supervisor
- Coordinate, plan and implement 1 in-service training for campus-wide Resident Assistant staff per semester
- Assist and support Residence Hall Council through attendance at meetings and through advisement of council members
- Support and assist Resident Assistants in planning the logistics of residence hall programs (i.e. coordinating transportation, arranging for food, etc.)
- Complete and incorporate one collateral assignment per semester (i.e. updating building manuals, updating Resident Assistant manual, coordinating 1 large scale campus wide event, creating and updating staff website, Coordinating Artists in Residence council meetings, Campus Outreach, maintaining Resident Assistant resource room, etc.)
- Serve as a resource and as effective and supportive leader to student staff, residents, and the general Academy of Art University community
- Attend and actively participate in regular staff meetings
- Meet regularly with direct supervisor
- Serve as an active and visible residence hall staff member
- Respond to any emergency or crises that may arise within the residence halls
- Meet on a bi-monthly basis as a Graduate Assistant team to discuss, plan and implement any campus wide initiatives
- Confront any violations of the Housing License Agreement and address inappropriate behavior in accordance with the expectations, procedures and protocols of the Housing Department
- Participate within the Resident Assistant duty rotation at the discretion of your supervisor
- Other duties as assigned per the discretion of your supervisor