

Graduate Assistant for Training and Student Leadership

The Graduate Assistant for Training and Student Leadership reports directly to the Assistant Director of Residence Life for Training and Academic Programs. The incumbent is assigned significant responsibilities within the Office of Housing and Residence Life. Opportunities to gain experience in the areas of training and development, programming, instruction, student leadership and student group advising are provided.

Specific Duties:

Student Leadership-Residence Hall Association:

1. Advise Campus-wide Residence Hall Association (RHA)

Specific duties include:

- Monitor a \$30,000 dollar budget comprised of concessions, Co-op and fundraising money.
- Attend weekly RHA meetings & meet individually with RHA executive officers on a bi-weekly basis.
- Design and implement a student leadership RHA/RHC officer retreat in early fall.
- Assist in the organization of campus-wide events (Halls of Horror, Rocky Horror, 'Up all night', etc).
- Supervise and evaluate performance of RHA executive board (6 members) twice a year.
- Coordinate all regional and national involvement & bolster submissions for NACURH sponsored awards.
- Coordinate volunteer efforts to work with philanthropic projects. (e.g. Blood drives, Project Linus).
- Coordinate a delegation of 2-10 members to each of the two regional and one national conference.
- Coordinate annual On Campus Marketing (OCM) fundraising including Welcome, Halloween, Valentine's Day, fall and spring final kits and any other miscellaneous fundraising projects.
- Work cooperatively with orientation to sponsor an opening day event.

2. Chair the Student Leadership (CA & RHA/RHC) Banquet

Specific Duties include:

- Coordinate weekly meetings with a committee of CAs, RHA/RHC members and professional colleagues.
- Collect all information necessary to create over 450 recognition certificates and awards from a database.
- Supervise office worker assigned to assist you with these duties.
- Work RHA & NRHH to bid for national/regional bids and select local OTMs and Of The Year Awards.
- Design and implement the selection of the Community Of The Year. Distribute all bid information, create selection tools, and ensure compliance with regional submission deadlines.

Training and Community Development & Programming

3. Co-chair the Fall and Winter CA Staff training (assisted by the Assistant Director of Residence Life)

Specific duties include:

- Co-chair the CA training committee which includes creating, producing and distributing training materials.
- Routinely coordinate and communicate logistical/informational aspects of the training program to OHRL staff.
- Create all training workshop materials. These include, but are not limited to, CA checklists, RD checklists, and facilitator's guides for training activities.
- Implement an evaluation process that includes recommendations for future training programs.
- Partner with internal and external campus/community resources to offer effective training programs.

4. Co-chair Professional Staff Training (assisted by the Assistant Director of Residence Life)

Specific duties include:

- Assist in creating, producing, printing and distributing the training schedule.
- Co-chair the Professional Staff training committee & routinely communicate information to OHRL personnel.
- Help to coordinate all logistical aspects of the training program.
- Create and implement an evaluation process that includes recommendations for future training programs
- Serve as a professional staff retreat committee member
- Communicate & schedule campus and community agencies for training activities and programs

5. Teach a section of the CA seminar each semester (a 5-week training and staff selection tool)

Specific duties include:

- Update and prepare instructional materials.
- Communicate routinely with class regarding assignments and feedback.
- Prepare classroom lectures and activities using an established outline.
- Schedule and assist in conducting instructor meetings.
- Co-facilitate (with the Assistant Director of Residence Life) each selection phase of the CA selection process.

6. Monitor CA and RHA programming

Specific duties include:

- Work with office staff to update programming charts and prepare progress summaries once per semester.
- Update and distribute RHA programming forms as needed throughout the year.
- Help to conduct training programs related to effective programming (e.g. Publicity, OTMs, etc.)
- Maintain an accurate inventory of programming equipment, supplies, and facilities.

Professional Growth

7. Select, train, supervise, and evaluate student hourly/work-study employees. Responsible for the daily operation of the Suites on Grant –upper Office including the Programming Resource Center and RHA office.

- Issue keys and assume the responsibility for their control, storage, and accuracy
- Responsible for monitoring daily hours and tasks for 1-3 office workers.

8. Participate in Residence Life and General Staff meetings, professional development seminars, and select training programs. Additional duties within the Office of Housing and Residence Life may be assumed as approved by your supervisor.

Qualifications:

Acceptance to and maintenance of good standing with the IUP Graduate School is required, with preference given to those individuals enrolled in the Student Affairs in Higher Education (SAHE) Master's Degree Program. Undergraduate experience working in a housing and residence life program and/or student leadership experience preferred. In rare instances, and only when an appropriate graduate student for the position can't be identified, an undergraduate student may be considered for the position (on a temporary basis until a graduate student can be identified).

Summer employment is expected given the nature of planning professional and paraprofessional staff training. There is flexibility for summer vacations and special events.

OHRL and the SAHE Department strongly recommend taking the following credit load; Summer 2008 - (6 credits) ; Fall 2008 – (6 credits); Spring 2009 – (9 credits); Summer 2009- (6-9 credits); Fall 2009 – (6-9 credits); Spring 2010 – (6-9 credits).

Compensation:

The GA position is an intensive assistantship requiring a strong commitment from the successful candidate. The GA will receive a waiver of board for each academic year including summers, a stipend of \$5,800 per academic year (10 months), a stipend of \$350 for Professional Staff Training in July, a furnished apartment with local telephone, cable television and internet access provided, and a waiver of tuition (up to 42 credits). Meals will only be provided to the GA during fall and spring semesters and Summer Session 2. The GA may apply for a maximum of \$300.00 of professional development funds during their two-year appointment (subject to OHRL travel budget availability). The total estimated cost to the University for this compensation package is \$19,000.00 annually for in-state graduate students and \$22,900.00 for out-of-state graduate student. All other University fees must be paid by the GA. **The contract is in effect August through May with a commitment in July for Training.** The GA will receive a tuition waiver to attend classes during Summer Session 2 as they begin an OHRL assistantship. With a firm commitment to return to their OHRL Assistantship for a 2nd year, the GA will receive tuition waivers fro Summer Sessions 1 & 2. The GA is encouraged to serve on department committees or project teams, regardless of summer employment assignments. The GA is expected to attend staff meetings and training sessions during Summer Session 2 unless they directly conflict with an academic commitment.

Application Deadline:

This position involves a two-year commitment with employment beginning at the time of Summer Session II (for the first year) and extending for two full years, assuming satisfactory performance. Interviews will take place as per the planning of the SAHE faculty. Otherwise, interviews will take place “as needed” when there is a vacancy.

For additional information contact:

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