

Graduate Assistantship: Graduate Assistant for Housing & Punxsutawney Campus **Office of Housing and Dining**

Specific Duties (other opportunities may arise throughout the year and will be looked at on an individual basis):

Operations

- Assist in the creation of a comprehensive operations training program for the professional & paraprofessional Residence Life staff.
- Assist in the development and coordination of the following processes: Damage Billing, Move-In & Move-Out, etc.
- Assist with asset & inventory management
- Management & maintenance of the OHRLD Radio program
- Assist with Emotional Support Animal process as well as other ADA accommodation needs
- Assist with StarRez training for Residence Life staff
- Oversee operation of the Punxsutawney Living Center Office, including mail distribution
- Select, supervise, train, and evaluate Living Center staff/work study employees for the Punxsutawney Campus
- Supervise the opening and closing of the Punxsutawney Living Center

Marketing & Social Media

- Assist with Housing Sign Up processes
- Assist with Admissions Expos and Experience IUP Days as needed
- Assist (make roster, facilitate check-in and check-out, etc.) with overnight groups throughout the academic year
- Assist in the development of OHRLD social media planning and initiatives
- Develop various department publications

Policy, Procedure, & Committee Involvement

- Participate in various committees: University Move-In, Housing Communications Committee, IUP Community Cares, Housing Processes Committee
- Assist in the development and updating of all operational publications and policies

Administrative Responsibilities:

- Attend regular meetings with direct supervisors as well as other members of the OHRLD Leadership Team
- Attend a variety of meetings
- Assume joint responsibility with others (to include the Director for Housing and Dining; the Director of Residence Life, the Associate Director of Residence Hall Services and Student Opportunities) for the daily operation of a Punxsutawney campus residential community
- Establish procedures and maintain an accurate inventory of all equipment, furniture, and facilities within the Punxsutawney Living Center
- Establish and maintain a close liaison relationship with custodial and maintenance staff working at the Punxsutawney campus

Crisis Management & Student Conduct

- Participate in the on-call rotations for on-campus residential facilities population of approximately 4,000 students
- Serve as primary resource for Living Center staff Monday-Thursday and occasional weekends unless previously discussed with the Associate Director(s)
- Communicate with culinary faculty and staff concerning resident issues under the guidance of the Associate Director(s)
- Serve as a hearing officer when needed

Other Duties:

- Participate in selection processes for professional staff (full-time residence directors and graduate assistant positions)
- Take part in summer professional training sessions and on-going graduate professional development workshops; attend staff meetings and training sessions during Summer Session 2 unless they directly conflict with an academic commitment.
- Drive a University van for departmental leadership conference trips and other purposes
- Other duties as assigned

Qualifications:

Candidates must be IUP graduate student and preferably admitted to the Student Affairs in Higher Education Master's Degree program prior to acceptance of the position. Candidates must be interviewed and selected by the Office of Housing and Dining. **Candidates must provide three professional references. (i.e. Faculty/staff, former supervisor).**

Compensation:

The GA position is an intensive assistantship requiring a strong commitment from the successful candidate. **The contract is in effect beginning July 1, 2020 through May 31, 2022** (including limited work during June, 2021). This position receives the following:

- Waiver of board (meal plan) for each academic year including summer II, a stipend of \$5,800 per academic year (10 months), a stipend of \$350 for work in the month of July, a furnished apartment with local telephone, cable television and internet access provided, and a waiver of tuition (up to 42 credits)
- Meals: provided during Fall, Spring, and both Summer Sessions
- Tuition waivers to attend classes:
 - Summer Session II, Fall, and Spring semesters of first year. With a confirmed commitment to return to an OHD assistantship for a second year, Summer Session I, II, Fall, and Spring.
 - OHRLD recommends the ARD follow this credit schedule: Year 1: Summer 2, 6 crs.; Fall, 6 crs., Spring, 6-9 crs.; Year 2: Summers 1 & 2, 6-9 crs., Fall, 6-9 crs., Spring, 6-9 crs
 - All other university fees must be paid by the graduate assistant.