

Graduate Assistantship
Office of Residence Life
Graduate Assistant
Job Description

This Graduate Assistantship, which is either consists of serving as an Assistant Residence Director or Graduate Residence Director, is approximately a ten month (typically early July –May 31), live-in, 30 hours a week commitment graduate assistantship, including a 3-4-week summer training and professional development within the Office of Residence Life. Between your first and second year, specifically summer, the successful candidate will serve in the on-call rotation and possibly serve on various committees as possible, depending on practicum/internship location.

Supervised by a professional staff member, the Graduate Assistants have varied responsibilities in the areas of: selection, supervision, evaluation, and training of student staff members in a community ranging from approximately 160 -750 residents. Graduate Assistants provide educational opportunities and academic support for students through programming, living-learning community development, student behavior, and advisement of hall councils. Other responsibilities include involvement in Residence Life and Housing committees. The assistantship can be held for two consecutive years based on academic program and progress, job performance, and availability of positions. The successful candidates should expect to change community and supervisor assignments for the second year. Due to the unique nature of a residence life assistantship, non-traditional work hours (evening and weekend commitments) should be expected. Based on the different building and community characteristics, each position has some variation on all duties listed.

An Assistantship in the Office of Residence Life (ORL) will afford graduate assistants the opportunity to learn soft skills that are essential in the student affairs field. ORL expects that graduate assistants will be open to learning the importance of active participation in the organization, engaging with colleagues, residents, and university partners, and effective communication.

Specific Duties:

Supervision:

- Supervise/co supervise, train, and evaluate various student staff members (i.e. Resident Assistants and Office Workers)
- Plan and implement staff development and on-going training programs for student staffs
- Collaborate with the supervisor on the selection and placement of Resident Assistants
- Conduct supervision meetings on a regular basis with student staff

Administrative Responsibilities:

- Attend regular meetings with direct supervisor, and occasionally with the Director of Residence Life.
- Attend a variety of weekly staff meetings including Residence Life, Residence Hall Council (RHC), Paraprofessional staff, desk/office supervision, etc.
- Supervise the opening and closing of the residence hall at various points of the semester and assigned vacation periods in conjunction with the supervisor
- Assist with the preparation of all requested administrative reports, records, and evaluations promptly and accurately
- Establish procedures and maintain an accurate inventory of all equipment, furniture, and facilities within the residence hall
- Request repairs from the maintenance office and monitor progress of repairs
- Establish and maintain a close liaison relationship with custodial and maintenance staff working in the residence hall
- Monitor the scheduling and use of hall facilities by university groups
- Monitor student payroll and multiple budgets as directed

Advisement and Community Development:

- Guide student leaders in the development, planning, assessment & implementation of community programming
- Advise the building Residence Hall Council (RHC) in consultation with the supervisor, including meeting with the RHC executive board members regularly
- Advise and support students with academic, disciplinary, and personal concerns

- Collaborate with Living-Learning Partners (faculty and staff) to plan and implement programs related to the community and building themes.
- Create an academic environment conducive to learning and scholarly pursuits

Student Conduct/Crisis Management

- May serve as a student conduct hearing officer for university and ORL policy violations
- Educate students of university policies through formal and informal interactions, and refer students to the judicial system as appropriate
- Serve in university-wide on-call rotation (including the Punxsutawney Regional Campus)

Other Duties:

- Participate in departmental, divisional, and university committees
- Participate in selection processes for professional staff (full-time residence directors and graduate assistant positions)
- Participate in summer professional training sessions and on-going graduate professional development workshops
- Drive a university van for departmental leadership conference trips and other purposes.
- Other duties as assigned

Additional Opportunities:

- Employment during summer session I (job and/or committee assignment to be determined in spring semester, subject to department needs related to budget availability)
- Serve as advisor to one of the department clubs/organizations as either presented or sought out.

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 Residence Life.

Candidates may 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 early July through May 31.** The total estimated value of this package is about \$47,019.56 annually for in-state graduate students and \$57,864.41 for out-of-state graduate students. GAs receive the following:

- A. Waiver of board for each academic year including summer, a stipend of \$5,800 per academic year (10 months), a stipend of \$350 for Professional Staff Training in July, a furnished apartment, cable television and internet access provided, and a waiver of tuition (up to 42 credits over two years).
- B. Meals: provided during Fall, Spring, and Summer Session II. Upon active participation in department committees in Summer Session I of second year, meals may be provided.
- C. Tuition waivers to attend classes:
 - a. Summer Session II, Fall, and Spring semesters of first year. With a confirmed commitment to return to an OHRLD assistantship for a second year, Summer Session I, II, Fall, and Spring.
 - b. 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
 - c. All other university fees ***must be paid*** by the graduate assistant.

For additional information contact:

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