

**Graduate Assistantship**  
**GRADUATE ASSISTANT**  
**IUP HOUSING**  
**Job Description**

The Graduate Assistant position in IUP Housing is a ten month (typically early July –May 31), live-in, graduate assistantship, including a 3-4-week summer training and professional development within the IUP Housing. 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 needed, depending on practicum/internship location.

Supervised by a professional staff member, this position has varied responsibilities in the areas of: building and community management, crisis response, marketing of the on-campus housing experience, and staff selection, supervision, evaluation, and training in a community ranging from approximately 200 -750 residents. This position provides educational opportunities and academic support for students through programming, community development, student behavior, and advisement of hall councils. Other responsibilities include involvement in committees. The assistantship can be held for two consecutive years based on academic program and progress, job performance, and availability of positions. Due to the unique nature of a residence life assistantship, non-traditional work hours (evening and weekend commitments) should be expected. This is a 30 hour per week commitment, on average. However, this may change weekly based upon departmental need.

**An Assistantship in the IUP Housing will afford graduate assistants the opportunity to learn skills related to the fields Housing and Residence Life, Hospitality Management, Management, Business Administration, Organizational Leadership, Human Resources, Education Leadership, Sociology, and Psychology/Counseling. We expect that graduate assistants will be open to learning the importance of active participation in the organization, marketing the on-campus experience, engaging with colleagues, residents, and university partners, and effective communication.**

**Specific Duties:**

**Community Development, Promotion, and Engagement (50%)**

- Role model effective student engagement by regularly meeting and engaging with residential students
- Supervise student staff and ensure there is strong engagement and interaction between staff and students within the on-campus residential communities
- Create and continuously improve upon a cohesive and inclusive residential community that is highly engaging
- Guide student leaders in the development, planning, assessment & implementation of community events
- Advise and support students with academic, behavioral, and interpersonal concerns
- Collaborate with Living-Learning Partners (faculty and staff) to plan and implement programs related to the community and building themes.

*A successful candidate would display the following:*

- *Display creativity by working with your supervisor to create a plan for your staff members to engage residents through a variety of interventions (events (passive and active), wall displays, individual conversations, and various media).*
- *Observe trends and patterns in student behaviors based on written report and face-to-face interactions.*
- *Plan engaging social and educational events using theoretical and practical experiences.*
- *Analyze staff and student planned events for potential risks and assist staff in modifying events to address these concerns*
- *Assess the success of community building initiatives and be able to speak to both the successes and need areas of your student engagement initiatives.*
- *Build relationships with others in the department and across the university to address student development and engagement needs.*
- *Create an inclusive environment by working with staff to develop events, displays and other interactions that promote respect and dignity for all individuals.*

**Crisis Response and Community Standards (20%)**

- Serve in university-wide on-call rotation (which includes the Punxsutawney Regional Campus)
- Refer, support and follow up with students who have experienced various forms of crisis, including mental health concerns
- Educate students of university policies through formal and informal interactions, and refer students to the IUP Community Standards process as appropriate
- Document incidents in a timely manner
- Report and monitor students with concern
- Consult with supervisors, Office of Social Equity, Office of Student Support and Community Standards, as well as other entities to assist students in crisis

*A successful candidate would display the following:*

- *Troubleshoot various types of issues (facilities, technical system errors, policy violations, health crises, interpersonal conflicts, etc.) while remaining calm under pressure.*

- *Observe patterns of behavior*
- *Effectively communicate issues verbally as well as in written formats.*
- *With training, the successful candidate will know and apply knowledge of university policies as well as resources.*

#### **Staff Supervision: (10%)**

- Supervise/co supervise, train, and evaluate paraprofessionals (resident assistants)
- 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.

#### **A successful candidate would display the following:**

- *Utilize problem-solving skills, creativity, and critical thinking.*
  - *Demonstrate qualities such as empathy, support, and concern.*
  - *Communicate effectively with diverse constituents in and out of the Office of Residence Life.*
  - *Ability to create a unified cohesive working environment in the Residence Halls among paraprofessional staff.*
  - *Ensuring that paraprofessional staff members meet departmental timelines (I.E. Programming requirements, following up with residents).*
  - *Prioritize the workload to ensure all projects are given ample amount of time.*
  - *Ability to manage and develop paraprofessional staff.*
  - *Willingness to learn and grow.*
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#### **Organization leadership and Advising (10%)**

- Recruit, establish and maintain a thriving Residence Hall Council (RHC) that encourages a sense of belonging within the community.
- Advise and meet regularly with RHC executive officers to develop and maintain organizational effectiveness.
- Develop leadership skills with executive officers and members at large.
- Monitor the ethical use of RHC financial resources in consultation with supervisor.
- Attend, support and be visible for all RHC events, fundraisers and initiatives.
- Responsible for risk management when planning and implementing RHC events.
- Encourage community service opportunities that contribute to the success of the IUP and Indiana communities.
- Collaborate with other organizations and departments to provide events, opportunities that cultivate a sense of pride, inclusion and personal growth.

#### **A successful candidate would display the following:**

- *Develop a strategy for recruiting and maintaining RHA organizational membership.*
  - *Cultivate leadership skills in officers and members by conducting ongoing skill building workshops in areas such as communication, teamwork, diversity and inclusion and advocacy.*
  - *Encourage a sense of belonging within the community by providing opportunities for students to get involved and/or advocate for their needs.*
  - *Observe, document and provide feedback (in person or by email) regarding group dynamics, meeting outcomes and intra/interpersonal communication (active listening, eye contact, etc.) that encourages ongoing personal growth.*
  - *Interpret and ensure adherence to university policy and procedures when planning and implementing events.*
  - *Prepare officers to lead meetings by constructing agendas together that define goals and assess success based on desired outcomes.*
  - *Identify and encourage campus partnerships through intentional outreach efforts (in person, by phone or email) to find ways to program/partner around mutual goals.*
  - *Model commitment to RHC by meeting routinely, asking direct questions about event preparations, offering task assistance or suggestions and identifying ways to improve future events/initiatives.*
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#### **Building Management, Marketing, and Administrative Responsibilities: (10%)**

- Attend regular meetings with direct supervisor
- Attend a variety of weekly staff meetings including Residence Life, Residence Hall Council (RHC), Paraprofessional staff meetings, 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
- Support departmental recruitment and marketing events such as RA selection processes and University Admissions Expos and Discover IUP Days
- Assist with the preparation of all requested administrative reports, records, and evaluations promptly and accurately

- Help to establish procedures and maintain an accurate inventory of all equipment, keys, and cards
- Request repairs or cleaning of facility utilizing campus work order system
- Establish and maintain a close liaison relationship with custodial and maintenance staff working in the residence hall

A successful candidate would display the following:

- Ability to prioritize and organize tasks on a daily, weekly, and monthly basis.
- Ability to follow specific directions and ask questions when items are not clear.
- Effective, professional communication with colleagues, supervisors, students, and other university stakeholders.
- Strong attention to detail.
- Ability to problem solve.

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**Other Possible Opportunities:**

- Participate in departmental, divisional, and university committees
- Participate in selection processes for professional and paraprofessional staff
- Participate in summer professional training sessions and on-going graduate professional development workshops
- Drive a university owned or rented vehicle for departmental leadership conference trips and other purposes.
- Other duties as assigned.
- 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 admitted to an IUP graduate student program prior to acceptance of the position. Candidates should be self-motivated, committed to learning (sometimes on the job), and their students' success. The above include examples of skills that would assist the candidate in being successful in this position.

**Candidates should 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 agreement is in effect beginning early July 2023 through May 31 2024.** GAs receive the following:

- A. Waiver of board for each academic year including summer, a stipend of \$7,500 per academic year (10 months), a stipend of \$500 for Professional Staff Training in July, a furnished apartment with 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 IUP Housing assistantship for a second year, Summer Session I, II, Fall, and Spring.
  - b. IUP Housing recommends SAHE GAs 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.