

**Residence Life and Education Office Graduate Staff  
POSITION DESCRIPTION**

The RLE Graduate Staff position within the Department of Housing & Residence Education is a half-time position intended for a graduate student. The graduate staff member reports directly to the Assistant Director of Housing for Residence Education (ADHRE). It is the primary responsibility of the graduate staff member to work with various aspects of Residence Life and Education, assuming planning, design and administrative roles.

**Description of Duties:**      ✓ Identifies an **ESSENTIAL FUNCTION** as defined by the Americans with Disabilities Act (ADA).

I.      Advising

- A.      Maintains/updates Area Government Adviser Manual prior to each fall semester/pre-training.
- B.      Assists the ADHRE in Area Government Adviser training.
- C.      Works with ADHRE as needed in the following areas: Inter-Residence Hall Association; IRHA Executive Board members; student conferences; etc.\* ✓  
\*This will require work during weekends and evenings.
  - 1.      Serve as a graduate adviser to IRHA. Attend executive board meetings, pre-meeting and IRHA meetings as schedule permits. Be prepared with a report. ✓
  - 2.      Attend student conferences as schedule/funding permits with permission of ADHRE including but not limited to Mini-FARH, SAACURH, FARH, NO-Frills, and NACURH. ✓
  - 3.      Attend team-building activities with the executive board and/or IRHA as schedule permits such as any socials and lock-in's. If funding is available attend the IRHA Retreat over the summer. ✓
  - 4.      Attend IRHA sponsored or co-sponsored events. ✓
  - 5.      Advise year-long committees and an IRHA event. ✓
  - 6.      Meet once each month with IRHA President in an update setting.
  - 7.      Meet once/twice each semester with remaining five (5) officers of the IRHA Executive Board in an update setting.
  - 8.      Assist the IRHA Adviser with encouraging and recognizing the executive board.
  - 9.      Assists the IRHA student leaders/PR committee with their publications including *The Hall Street Journal* and portal/channel 8 advertisements.

D. Serve as a resource to Area Government advisers.

## II. Training

A. Assists the ADHRE with all aspects of staff orientation and training (Graduate Hall Director, RA/RCA), including committee prep-work, scheduling, graduate camp, etc. and staff development for each semester. Participates in pre-professional and para-professional staff orientation, training, and staff development (summer A/C, summer B, fall including camp and spring).\* ✓

\*This may require work during evenings, weekends and holidays.

B. Maintains resources for staff training and development.

C. Consults with graduate staff and Resident Assistant/Residential College Advisor staff regarding training and staff development needs.

## III. Minority Programs

A. Develops and obtains resources for residence hall programs and initiatives focusing on cultural awareness and minority student issues.

B. Initiates contact with staff in order to establish program presentation. Presents programs and workshops for residence hall staff and communities emphasizing cultural awareness and minority student issues. ✓

C. Serve on the People Awareness Committee within the Department of Housing and Residence Education. May serve on the campus-wide advisory board/committee if so initiated by Division of Student Affairs.

D. Maintain current statistics on minority students and staff retention within Housing.

E. Assist with recruitment and selection of minority staff through contact and communication with minority student organizations and associations.

F. Develops research on minority staff needs; minority student needs; and minority student and staff support, through qualitative and quantitative methods.

## IV. Publications

A. Solicits campus and community resources for programming and for the programming manual; updates manual annually.

B. Coordinates/assists with Housing publications including the annual Department of Housing & Residence Education calendar and RLE monthly staff newsletter (Pinnacle). ✓

C. Responsible for the yearly edits of the RLE programming calendar distributed to the student staff each fall.

## V. Programming

- A. Maintains and develops resources for residence hall programs and bulletin board theme weeks as needs are identified. ✓
- B. Creates and updates programming publications for training and informational purposes for staff as needed.
- C. Consults with graduate staff and Resident Assistant/Residential College Advisor staff regarding needs assessment and programming issues.
- D. Maintains copies of activity assessments from areas; coordinates data collection and entry for campus assessment of programs, target populations and needs.
- E. Maintains log of area die-cut/letter press resources.
- F. Makes available services for programming in the area.
- G. Reviews bulletin board files to create new bulletin boards by combining older materials/refreshing materials.
- H. Complete Permit Forms for student groups and student staff and will attend to this as directed by supervisor. ✓

## VI. Administrative Responsibilities

- A. Assists with the coordination of the staff selection process; to include working a selection retreat. \* ✓  
\*This may require work on weekends and/or evenings.
- B. Attends specified staff meetings. Participates and serves on assigned committees and task forces.
- C. Meets regularly with the ADHRE to establish goals and review projects in weekly scheduled one-on-one meetings. ✓
- D. Assumes responsibility for other short-term projects as assigned by the ADHRE.
- E. Maintains 20 office hours per week at the Department of Housing & Residence Education Office. The RLE Graduate Staff member will provide their class schedule to the ADHRE for work scheduling purposes and office coverage. ✓

## VII. Other

- A. Attend training/orientation/expectation session conducted by supervisor and other professional staff in the Residence Life and Education office. \* ✓  
\*This may require work on weekends and/or evenings
- B. Be responsible for covering at least 2 lunch hour shifts per week in scheduled hours for phone coverage.

- C. Employment is conditional upon satisfactory completion of responsibilities and satisfactory coverage of hours.
- D. Complete transition report annually.

#### VIII. Qualifications

- A. Should be a full-time graduate student enrolled for not less than nine semester hours by time of actual employment. An RLE Graduate Staff member who plans to carry more than 12 hours must have prior written approval from the ADH for Residence Education.
- B. Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Students need an overall GPA of 3.00, and graduate students also need a 3.00 GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not have a graduate position.
- C. Be able to work effectively with University students in a residence hall environment.
- D. Demonstrate a sense of job responsibility and maturity. Show evidence of leadership skills and good time management skills.
- E. Preference is given to candidates who have residence hall experience and/or who are majoring in student personnel, counseling, guidance, or administration in higher education.
- F. Due to Graduate Staff responsibilities, no other assistantship or fellowship can be held concurrent with this appointment without approval of the ADH for Residence Education.

#### IX. Contracts

The RLE Graduate Staff position is a 20 hour per week appointment. The salary is \$3,942.00 each semester in 9 pay periods for the first year of employment (fall and spring), plus a \$300.00 per semester (fall and spring only) declining balance meal plan. An on-campus apartment, fully furnished with all utilities included, is provided. Remuneration does not include tuition. However, when available, out-of-state tuition waivers may be granted and approximately 95% of out-of-state tuition can be waived. Position does include limited night and weekend responsibilities. Summer employment is required for this position in order to prepare for the following year and training programs.

\* Salary based on 2009-2010 amounts