Graduate Assistant
Department of Housing and Residential Programs
Millersville University
2015-2016

Learning Opportunity

The Graduate Assistant is responsible for providing leadership and direction to a comprehensive student development program for one residence hall housing between 150-650 students. The Graduate Assistant is also responsible for a variety of administrative and operational functions associated with the management of the residence halls.

Qualifications:

This leadership opportunity requires a Bachelors Degree, with housing leadership experience in a college or university setting. This learning opportunity also requires a commitment to the educational potential of residence halls and demonstrated skills in the following areas: communication, organization/planning, and administration. The Graduate Assistant learning opportunity also requires the physical mobility to respond to emergency/crisis situations and incidents. Due to the nature of the learning opportunity, the Graduate Assistant may not have outside employment. If the Graduate Assistant is a MU graduate then the individual must be in good disciplinary standing.

General Expectations:

1. Must be admitted to and in good academic standing in a degree-granting program at Millersville University. Graduate Assistant’s must be enrolled in classes each semester progressing toward a Master’s Degree.

2. Maintains a professional attitude and manner and serves as a representative of the Department of Housing and Residential Programs and Millersville University. Sets an example and serves as a role model for students.
3. Knows and understands the rationale for University and Housing policies and procedures and able to explain, interpret, and enforce them effectively.

4. Facilitates openness and honesty in communication between students, Resident Assistants, Graduate Assistants, Area Coordinators, and members of the Housing and Residential Programs staff.

5. Schedules and works twenty office hours per week.

6. Must reside on campus in an apartment assigned by the Department of Housing and Residential Programs.

The specific duties and responsibilities for the Graduate Assistant learning opportunity are outlined below:

**Duties and Responsibilities:**

A. Develop and maintain a residential environment, which is conducive to the overall development of students and is supportive of the academic mission of the University and of the academic goals and pursuits of students.

1. Select, train, supervise, and evaluate a staff of 6-13 staff members.

2. Hold regular staff and individual meetings with the Leadership Team (Resident Assistants and Senior Desk Attendants) to review student and community concerns, problem solve, give direction, initiate programs, and develop new ideas.

3. Develop and implement a comprehensive student development program that reflects the departmental student development model for residents.

4. Develop strategies to recruit and retain a diverse staff.
5. Develop, plan, and coordinate academic related services and programs in collaboration with faculty, staff, and residence hall students.

6. Drive a University owned vehicle in order to develop, plan, and coordinate academic related services and programs in collaboration with faculty, staff, and residence hall students.

7. Assist with the administrative portion of the judicial process as directed by the Office of Judicial Affairs or Housing and Residential Programs staff.

8. Advise students regarding concerns and issues related to the University experience.

9. Responsible for the overall development and implementation of the educational, cultural, and social programs for residents.

10. Work collaboratively with the staff from other Student Affairs departments to provide services, support, and programs for residents.

11. Assist students in their adjustment to roommates, floor residents, and residence hall community.

B. Coordinate, maintains, and monitors the administrative and operational functions associated with the management of one residence hall.

1. Oversee a budget of $800-$1800.

2. Enforce and monitor policies and procedures that affect the residence hall operation.

3. Ensure the fulfillment of the Housing Agreement; oversee the room change and room consolidation process.

4. In conjunction with the Area Coordinator, and Coordinator for Facilities Management, monitor the day-to-day custodial and maintenance functions within the residence halls.
C. **Other Responsibilities:**

1. Attend weekly meetings with the Area Coordinator, and other departmental meetings.

2. Serve as on “on-call” staff person on a regularly scheduled rotation with other GAs.

3. Be available for all residence hall openings/closings, break housing, and all training for Graduate Assistants and student staff.

4. Oversee departmental efforts to assess students’ perceptions of on-campus living.

5. Assist with the Open Houses for incoming students.

6. Assist with various committees (GA Selection, RA Selection & Training, Staff Development, and Open Houses).

7. Other duties as assigned.

**Appointment, Salary, and Benefits:**

The Graduate Assistant is a 20-hour a week position reporting to the Area Coordinator for either the north or south side of campus. Compensation includes: Tuition waiver (in-state or out-of-state), $8200 stipend for first-year GAs and $8600 stipend for second-year GAs (plus compensation for on-call hours) and a 10-meal plan (10 meals per week) for the purposes of student development; interacting with students in a student friendly atmosphere to afford them an avenue for input on issues concerning their living environment, leadership possibilities, and building community in the residence halls. The Graduate Assistant will also be compensated extra during the time they are driving a University owned vehicle in order to meet programming requirements. The Department of Housing and Residential Programs also provides a furnished apartment for the Graduate Assistant.
**Period of Employment:**

This is an academic year appointment beginning with Graduate Assistant training on **August 3, 2015** and ending one week after spring 2016 commencement (**May 13, 2016**). Graduate Assistants may be required to work and be on-call during break periods (fall break, Thanksgiving break, end of the semester break, and spring break) with additional compensation. Break housing staffing needs will be determined at the beginning of each semester. Reappointment for a second year is not automatic and is contingent upon supervisor evaluations of the Graduate Assistant's performance throughout the year and a written recommendation to the Associate Director of Housing and Residential Programs. **Graduate Assistants who will be graduating or who will not be returning for a second year must vacate their apartments by May 16, 2016.**