



Housing and Residence Life Assistant Living Center Director Graduate Assistantship

Description:

Assistant Living Center Directors are half-time, graduate assistant positions responsible for sharing and/or providing the administrative leadership of a residential area housing 200 to 900 students. The assistantship position connects the academic experience by applying classroom theoretical and research practices to daily student interactions that consist of advising, counseling, conflict mediation, supervision, training, evaluation and assessment processes. Graduate Assistants report directly to a full time, master's level professional staff member.

Qualifications:

Education Requirements: BA/BS required & acceptance to the GVSU Master of Education Program with an emphasis in College Student Affairs Leadership.

Core Competencies: Individuals should demonstrate critical thinking skills and the ability to balance personal, academic, and work life in a healthy fashion.

Knowledge, Skills, Abilities, and Attitudes:

Ability to handle multiple tasks, work on an individual level and in a team setting and demonstrate excellent communication skills.

Responsibilities:

- Support university, division, and department mission, vision, and values
- Participate in university, division, and department student retention and persistence activities including MAP-Works and Learning Skills Seminar instruction
- Participate in university, division, and department initiatives related to the GVSU Four Year Blueprint for Student Success and Association of American Colleges and Universities LEAP High Impact Practices.
- Teach and apply classroom theoretical and research practices to student interactions and administration
- Collaborate in the creation and implementation of a Community Development Plan, which includes mission statements, learning outcomes, goals, programming calendars, and assessment
- Assist in recruitment, selection, training, and assessment of student, graduate, and professional staff
- Manage and supervise a community front desk that provides customer service to residential students
- Supervise student staff including Desk and Resident Assistants
- Primary advisor to residential Community Council, a student organization
- Assist in occupancy and facility management
- Provide residential education and student development utilizing mediation, conflict resolution, disciplinary meetings, educational sanctioning, and appropriate referrals
- Serve on residential crisis response team
- Oversee residential program planning and assessment that enhances student learning and academic success
- Implement department and campus initiatives through meeting and committee involvement
- Planning, participating, and presenting at local, regional, and national professional/student organizations, conferences, and seminars

Graduate Assistants have the opportunity to develop and gain skills in the competency areas of administration, advising, counseling, consultation, assessment, communication, diversity/inclusion, ethics, leadership, research, sustainability, technology, theoretical foundations, and transitions/wellness.

It is the goal of the Department of Housing and Residence Life to hire staff that is committed to increasing their knowledge, experience, appreciation, and respect for cultures, issues, and local, regional and global communities. We strive to develop a community that facilitates interaction among students, faculty and staff of diverse traditions, abilities, sexual orientations, religious and spiritual convictions, socio-economic status, and racial and ethnic origins. We strongly encourage applications from individuals who are committed to the ongoing development of intercultural understanding and awareness.

Compensation:

\$6,000.00 stipend/10 month, tuition waiver of 24 credits per year, housing and meal plan.

Application Process:

For more information on the College of Student Affairs and Leadership master's program and application process visit <http://www.gvsu.edu/csal/>.

Institutional Overview:

Grand Valley is a comprehensive, public, 4 year institution committed to offering a liberal education. GVSU is located in Allendale, Michigan, with two residential campuses in Allendale and Grand Rapids (located 12 miles apart). Approximately 24,000 students are enrolled with 5,800 on campus beds.