

GRAND VALLEY STATE UNIVERSITY
Housing and Residence Life

Residence Life Graduate Assistant

Graduate Assistant Job Description: The Housing and Residence Life (HRL) Graduate Assistantship is a position in the Housing and Residence Life Department. The position will focus on supporting various aspects of Housing and Residence Life responsibilities. All HRL Graduate Assistants will have an ancillary focus area to be determined once staff are hired. This role connects the academic experience by applying classroom theoretical and research practices to 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.

Primary Responsibilities:

- Student Engagement and Support (30%)
 - Assist with planning and implementation of large scale and smaller scale student engagement events within HRL
 - Support Resident Assistant programming and engagement by facilitating training and creating resources
 - Support ongoing residential support including mySuccessCheck, CARE outreach, and other initiatives
- Conduct (20%)
 - Understand and implement a Restorative Justice model to conduct cases
 - Facilitate low-level student conduct meetings using the residential student conduct process
- Housing and Residence Life Department Functions (20%)
 - Serve in a campus-wide housing emergency/crisis response on-call rotation
 - Participate in department wide occupancy and marketing initiatives
 - Implement campus and departmental initiatives through committee and meeting involvement

Additional Responsibilities:

- Administrative (20%)
 - Assist with Housing and Residence Life assessment needs
 - Assist in facilities management needs for the on-campus community
- University Involvement (10%)
 - Participate in university, division, and department student retention and persistence efforts
 - Support university, division, and department mission, vision, and values
 - Assist in recruitment, selection, training, and assessment of student, graduate, and professional staff
 - Other duties as assigned

Expectations:

- 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.

Qualifications: Education Requirements: BA/BS required & acceptance to a GVSU Master/Graduate program. Graduate assistants must be in good academic standing.

Work Environment: Graduate Assistants will work within a functional area of Housing and Residence Life. Each GA has an assigned space to complete work functions, with a computer provided (personal computers may not be used for assigned work functions). Job tasks will include working in assigned office space, in addition to working within their larger assigned community and the GVSU residential system across Allendale and Grand Rapids downtown Pew Campus.

Expected learning outcomes/professional competencies: GAs 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.

Supervision/Collaboration with organization: GAs are supervised by full-time, master-level professional staff. The department has a standard evaluation process to identify areas of experience and opportunities for growth. Supervisors will have regular 1:1s with GAs supervisees, to provide formal feedback.

Orientation: Housing Graduate Assistants are required to attend the Graduate School's mandatory New GA Orientation, Friday, August 23, 2024, 3:00-4:00pm in the Loosemore Auditorium on the Pew campus. They will participate in departmental training within the first two weeks of their contract. Orientation will be continued throughout the academic year through individual meetings, departmental trainings, and professional development opportunities.

Terms of appointment: The position will work an average of 20 hours per week during academic terms, with the expectation of up to 40 hours per week during academic breaks; schedule adjustments will be made with supervisory staff. This position is contracted from Sunday, August 18, 2024 through Saturday, May 10, 2025. This offer is contingent upon you being a full-time graduate student in a Grand Valley graduate program. A tuition waiver covers 21 credits per year (9 credits Fall, 9 credits Winter, and 3 credits Spring/Summer semesters) and includes a \$11,700 stipend (\$5,850 per semester, Fall and Winter), a furnished apartment, parking pass, and meal plan.

Begin Date	End Date	Hours Expectation
8/18/2024	8/31/2024	60
9/1/2024	9/14/2024	40
9/15/2024	9/28/2024	40
9/29/2024	10/12/2024	40
10/13/2024	10/26/2024	40
10/27/2024	11/9/2024	40
11/10/2024	11/23/2024	40

11/24/2024	12/7/2024	20
12/8/2024	12/21/2024	60
12/22/2024	1/4/2025	20
1/5/2025	1/18/2025	40
1/19/2025	2/1/2025	40
2/2/2025	2/15/2025	40
2/16/2025	3/1/2025	40
3/2/2025	3/15/2025	20
3/16/2025	3/29/2025	40
3/30/2025	4/12/2025	40
4/13/2025	4/26/2025	40
4/27/2025	5/10/2025	80
	TOTAL	780

Timeline of Process: The Housing Graduate Assistantship application will be opened by the end of May and posted on Workday. The application will close on Sunday, June 30th and review will begin on Monday, July 8th. Qualified applicants will be offered virtual interviews over the month of July with position offers going out by Monday, July 29th.