

Department: Housing and Residence Life

Title: Graduate Assistant for Advising and Programming

Overview of Housing and Residence Life

The University of West Florida's Housing and Residence Life department works to establish an educational living and learning environment for approximately 1,300 students residing in 7 residence halls and apartment complexes.

Overview of the Position

The Graduate Assistant for Advising and Programming reports to the Residence Life Coordinator (RLC) who advises the Residence Hall Association (RHA) and National Residence Hall Honorary (NRHH). This position will serve as the co-advisor for both RHA & NRHH. This position also provides support and oversight within the department for the creation, completion, and assessment of programming efforts and marketing initiatives for Housing & Residence Life. This position does not oversee a community or staff, however it may be called to serve and assist in various housing processes which include, but not limited to: opening, closing, health & safety, marketing, assessment, and various committees on campus. This position can be asked to provide support to the downtown houses (max 6 residents).

All positions within the Housing & Residence Life department begin with mandatory training in mid-July each year. This is a full-time training which runs through early August. All assistantships require some scheduled night and weekend obligations per semester. These obligations can be associated with major department events, including, but not limited to: move-in weekends and hall closing days. As with any live-in position, staff members are also responsible for handling crises as they occur. These assistantships will average 30 hours per week over the course of the academic year.

Job Responsibilities

Listed below are both specific job duties of the Graduate Assistant for Advising & Programming position as well as minimum professional standards expected of all Housing & Residence Life employees. These responsibilities encompass student and community development initiatives, both proactive and reactive, that directly influence the success of our residential students. They also detail administrative responsibilities, foundational to this success. Finally, they exhibit behaviors that demonstrate professionalism and a commitment to the values of the department.

Community Development

- Serve on and potentially lead committees organizing large scale programming in the department, including but not limited to: *Battle of the Hall Stars*, *Late Night Breakfast*, *Housing Signing Day*
- Assist with oversight of the department's programming initiatives
- Oversee the operation of the Programming Room which includes providing support, teaching proper use, organization and managing of inventory
- Oversee the operation of the Presidents Hall Multipurpose Room which includes reservations, policy, and set up
- Utilize institutional data to assess and respond to student needs

Advising

- Serve as the financial, programmatic, and leadership co-adviser to both RHA and NRHH
- Assist in the training and development of advisees & graduate staff community council advisors
- Maintain high visibility and availability with staff and advisees as it is related to programming, NRHH, RHA, and Community Council
- Provide support, feedback, and guidance to advisees through regular one-on-one meetings and attending weekly organizational meetings
- Develop resources to assist organizational and leadership development as it related to NRHH, RHA, and Community Councils
- Ensure organizations are following their constitutions and by-laws, including maintaining any required regulations to be recognized by the state and region.
- Oversee the implementation and tracking of programs, strategies, service that support the mission and purpose of NRHH & RHA.
- Opportunities to travel to student related conferences as an advisor

Student Conduct and Crisis Management

- Conduct Educational Conferences and Housing Interventions for violations of Residence Life policies and/or Student Code of Conduct
- Respond to residents in need and follow up with situational concerns, referring to other professionals, when appropriate
- Provide leadership during times of crisis in and adjacent to the community
- Assist in emergency situations as needed
- Implement UWF and HRL objectives, policies, rules, and procedures
- Participate in an on-call duty rotation for on-campus residents, including holidays and University breaks

Professional Development & Administration

- Attend and participate in all scheduled Housing and Residence Life trainings and meetings which include, but not limited to: Summer and Spring staff trainings, On-Going Trainings, Graduate Staff Meeting, Large Scale Programs, etc.
- Assist in departmental programming, marketing, and assessment efforts as needed or called upon
- Participate in departmental and divisional professional development activities
- Participate in the recruitment, selection, and training of staff members for Housing and Residence Life
- Serve on department and university committees as needed

Overarching Staff Expectations

- Serve as an appropriate role model by following policies and procedures, accepting and completing assigned responsibilities, and encouraging participation in Housing and Residence Life activities
- Practice ethical stewardship of university resources, including managing each area's designated budget and any associated administrative tasks



- Demonstrate a commitment to diversity by promoting and attending campus & community multicultural events, facilitating professional development with student staff, presenting on diversity, or implementing strategies.
- Demonstrate a consistent willingness to work with individuals from a diverse variety of backgrounds and social identities.
- Create and maintain positive professional relationships within the department and across the university
- Perform all expected duties of the position and additional duties as assigned or related to community development by the RLC, AD and/or other departmental staff

Terms of Employment

- Housing & Residence Life Graduate Assistants are expected to work 30 hours per week. Due to the nature of the position, some weeks may require more hours, and other weeks will require less.
- This is a 10-month position.
 - Move in and graduate staff training will begin mid-July 2019.
 - The employment period will end mid-May 2020.
 - Summer opportunities may be available through a separate application process; continued or future employment is dependent on job & academic performance during the academic year
- Housing & Residence Life Graduate Assistants may not hold any other outside employment, including additional paid assistantships
- Must maintain a 3.0 cumulative GPA.
- Must remain in good standing with the university, department, and graduate program

Compensation

- An on-campus furnished apartment including a designated parking space, utilities, basic cable access, and high-speed internet access (available for domestic partners as well)
- A \$9,000 stipend for a ten-month appointment paid in equal bi-weekly installments
- A meal plan valued at \$600 per semester for use in campus dining facilities (Fall & Spring only)
- In-state tuition and matriculation waiver for \$100 per credit hour a semester (if honored through your graduate program)
- Professional development opportunities provided throughout the year

Basic Qualifications

- This position requires a Bachelor's degree in any field
- Full-time enrollment in any graduate program at the University of West Florida for the period of the assistantship is necessary (9 graduate credit hours per semester)

Preferred Qualifications

- Previous experience previous experience working on a college campus as a para or professional staff member
- Ability to effectively work with university students, demonstrate a sense of job responsibility, and maturity, and show evidence of leadership skills



- Ability to organize tasks, prioritize duties, and effectively complete the many components of the job
- Ability to collaborate with a variety of campus partners, including Student Affairs departments, University Faculty members, and fellow Housing staff members
- A solid understanding of ethical situations and the ability to think critically
- Ability to lead small-group training sessions/discussions, engage in public speaking, and design and conduct experiential learning programs
- A working knowledge of residential living-learning philosophy
- Ability to interact with and support a diverse student population
- A comprehensive understanding or ability to learn various email, database, and electronic systems used for communication and community management

On-Campus Housing Information

By nature of the position, our graduate staff are required to live on campus in their area of responsibility, and therefore, are provided with a furnished on-campus apartment. Graduate staff will be expected to reside in this assigned space for the duration of the employment and are expected to maintain presence in the assigned apartment overnight during the week and weekend, except during approved time off.

Graduate staff wishing to have pets or additional occupants reside in the apartment must have approval from the Director of the Department of Housing and Residence Life or designee, and it is expected that the graduate staff and guests will follow all HRL policies while in the on-campus apartment.

Contact:

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