Program Assistant – Residence Life
Center for Leadership, Service and Involvement
Office of Residence Life

General Description

The Program Assistant for Residence Life is an integral position, as they serve as an administrative staff member in the Office of Residence Life and as a team member in the Center for Leadership, Service and Involvement. S/he is directly supervised by the Graduate Assistant for Residence Life Programs. The Program Assistant for Residence Life is responsible for organizational management of the residence life resources in the Center for Leadership, Service and Involvement, residence hall programming support, and residence hall student leadership development.

As a staff member in the Center for Leadership, Service and Involvement representing the Office of Residence Life, the Program Assistant for Residence Life will also be expected to contribute to the implementation of the Office of Residence Life Mission Statement, to value and empower fellow students, and to assist with various duties (copying, filing, answering phones, etc.) in the Center for Leadership, Service and Involvement and/or the Office of Residence Life when needed. Programming assistants in the Center for Leadership, Service and Involvement perform their work in a highly collaborative environment and should expect to work closely with student and professional staff to complete the responsibilities listed below.

Office of Residence Life Program Assistant training takes place on Sunday, August 12, 2012.

Specific Responsibilities

• Serve as a programming liaison to three residence hall staffs for programming support and attend their respective RA staff meetings.
• Provide programming support and assistance to Residence Hall Directors and Assistant Hall Directors.
• Maintain the Programming Database, which organizes all RA programs across campus.
• Develop the monthly For Your Inspiration programming newsletter and What’s Up calendar for residence hall staffs and hall councils.
• Develop the monthly Roomers (resident information update) online newsletter.
• Create and maintain passive program files for RAs.
• Work 4 hours a week in the Office of Residence Life and 1 hour a week in respective residence halls, and attend weekly RA staff meetings.
• Attend Residence Life PA Staff Meetings and one-on-one meetings with Graduate Assistant for Residence Life Programs.
• Assist with Fall and Spring RA Training; plan and implement sessions on the community development model and the use of the Center for Leadership, Service and Involvement.
• Assist RAs with their community development and programming requirements as related to the Community Development Model, which incorporates the areas of Community (belong), Academics (discern), Citizenship (engage), and Wellness (thrive) into the residential living experience.
• Develop programs and highlight campus resources/programs that focus on the areas of academics and faculty involvement in the residence halls, diversity and the creation of inclusive communities, and mission and developing purpose in order to contribute to the greater good.
• Complete other duties as assigned.

Center for Leadership, Service and Involvement Responsibilities

• Serve as a student employee, in the Center for Leadership, Service and Involvement being trained in all aspects of the Center and being able to provide quality customer service to anyone using the Center.
• Work 3 hours within the Center in order to serve as a resource and guide for residence life staff.
• Attend all meetings, training sessions, etc.
• Develop and maintain the resource information pertinent to residence life.
• Provide assistance to fellow Office of Student Development programming assistants in developing programs and services designed to enhance individual and organizational leadership development.
• Promote the Center for Leadership, Service and Involvement to residence life staff.
• Complete other duties as assigned.

Qualifications

• Campus or residence life programming experience is required.
• Computer skills and desktop publishing experience are preferred.
• Previous experience working in Residence Life is preferred.
• 2.50 cumulative and semester GPA at the time of application and start of employment. Once employment has begun, all staff are expected to remain in good academic standing with the university.

Remuneration

• 15-17 hours of work each week
• $8.25 per hour