

Graduate Assistant for Diversity and Inclusion Office of Residence Life – Marquette University

I. GENERAL DESCRIPTION

The Graduate Assistant for Diversity and Inclusion holds a part-time, live-on, ten-month appointment in the Office of Residence Life and the Division of Student Affairs. The Graduate Assistant for Diversity and Inclusion reports to the Residence Hall Director for University Apartments.

The Graduate Assistant for Diversity and Inclusion will help with responsibilities in the areas of advising, leadership development, supervision, programming and administrative tasks. Additionally, the Graduate Assistant is expected to fully participate in the programs and activities of the Office of Residence Life within the Division of Student Affairs.

II. SPECIFIC RESPONSIBILITIES

A. Advising and Leadership Development

Global Village

1. Co-Advise the 30 Global Village Ambassadors with the Residence Hall Director for University Apartments.
2. Attend weekly Community Meetings and ongoing programs.
3. Work with the RHD for University Apartments to plan and implement Global Village CA and Ambassador selection.
4. Work with the RHD for University Apartments to plan and implement Global Village CA and Ambassador training.
5. Plan Global Village programs in alignment with the residential curriculum model.
6. Advise the Global Village Council.
7. Provide guidance, support, and implementation of measurement of the impact and satisfaction with the Global Village Program.

Residence Hall Association (RHA)

1. Advise annual RHA programs pertaining to outcomes regarding diversity and inclusion, including Greater Than One.
2. Assist the Coordinator for Residence Life Programs with enhancement of the RHA Advocacy and Issues committee.

B. Training and Curriculum Design

1. Serve on the Student Staff Training Committee.
2. Assist the Assistant Director for Staffing and Training with the development and implementation of ongoing diversity and inclusion training for all levels of student staffing.
3. Assist with the development of professional staff development.

C. Supervision and Community Building

1. Supervise the Global Village Community Assistant and The Marq Community Assistant
2. Meet weekly with Community Assistants (CA).
3. Meet at least bi-weekly with the RHD for University Apartments.

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4. Assist with the selection and training of the Global Village CA and The Marq CA.
5. Serve as a co-liaison to the Office of International Education with the RHD for University Apartments.
6. Provide assistance to CAs for the management of roommate conflicts and apartment-area resident needs.

C. Administration

1. Hold regular office hours, attend weekly meetings with the RHD for University Apartments, and attend weekly Office of Residence Life departmental meetings.
2. Assist with lease signing and apartment tours for the University Apartments communities.
3. Participate in a campus-wide, on-call duty rotation.

III. ADDITIONAL EXPECTATIONS

Involvement in the following opportunities ensures full participation in departmental decision making and divisional activities and provides for the professional growth of the Graduate Assistant for Diversity and Inclusion.

A. Committee Involvement

Serve on committees, task forces and special projects within the department and division. These department committees include Resident Assistant Training, Resident Assistant Selection, Leadership Education and Development, or Community Development.

B. Professional Staff Selection

Participate in on-campus interviews of Residence Life professional staff.

C. Professional Development

Participate in professional development opportunities within the department, Division of Student Affairs, the University, and through state, regional, or national professional organizations. Assist with hearing hall management cases as a student conduct administrator.

D. Special Projects

Assist with projects specific to the areas of Residence Life diversity and inclusion.

IV. REMUNERATION

- 18 credit hours provided each academic year – 9 per semester
- \$9,000 stipend each year
- Fully furnished 1 bedroom apartment
- Meal Plan
- Parking (valued at \$860)