

Graduate Assistant for Residence Life Programs Office of Residence Life – Marquette University

I. GENERAL DESCRIPTION

The Graduate Assistant for Residence Life Programs 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 Residence Life Programs reports to the Coordinator for Residence Life Programs.

The Graduate Assistant for Residence Life Programs 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

Residence Hall Association (RHA)

1. Co-Advise the RHA Executive Board and General Assembly with the Coordinator for Residence Life Programs.
2. Attend weekly RHA Executive Board meetings, General Assembly meetings, and RHA Standing Committee meetings.
3. Meet one to one on a bi-weekly basis with members of the RHA executive board.
4. Work with Coordinator for Residence Life Programs to share conference attendance and attend conference delegation meetings.
5. Work with Coordinator for Residence Life Programs to plan and implement RHA Executive Board Training.
6. Support RHA campus wide programs and RHA legislative initiatives.

National Residence Hall Honorary (NRHH)

1. Co-Advise the NRHH Executive Board and general NRHH membership with the Coordinator for Residence Life Programs.
2. Advise the NRHH committees to help plan and implement induction ceremonies, end of the year recognition ceremony, and other recognition efforts throughout the year.
3. Meet one to one on a bi-weekly basis with members of the NRHH executive board.
4. Attend weekly NRHH Executive Board Meetings, NRHH Meetings, and NRHH events.
5. Assist with NRHH executive board elections and the transition of officers each spring semester.
6. Support all NRHH recognition and leadership development efforts such as Of The Month awards, Recognition Week, and the Residence Life Leadership Awards.

B. Supervision and Community Building

1. Supervise Residence Life Program and Communication Assistants.
2. Lead weekly Program and Communication Assistant staff meetings.
3. Meet bi-weekly with Residence Life Program and Communication Assistants in one-on-one meetings.
4. Assist with the selection and training of Residence Life Program Assistant and Communication Assistant.

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5. Supervise a Cristo Rey Jesuit High School work-study student.

C. Administration

1. Hold regular office hours, attend weekly meetings with Coordinator for Residence Life Programs, and attend weekly Office of Residence Life departmental meetings.
2. 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 Residence Life Programs.

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 leadership and programming.

IV. REMUNERATION

- 12 credit hours provided each academic year – 6 per semester
- \$13,500 stipend each year
- Fully furnished 1 bedroom apartment
- Meal Plan
- Parking (valued at \$860)