

2027 Graduate Assistant for Residence Life-Communities Office of Residence Life – Marquette University

I. GENERAL DESCRIPTION

The Graduate Assistant for Residence Life-Communities 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-Communities reports to the Residence Hall Director for University Apartments.

The Graduate Assistant for Communities helps with responsibilities in the areas of advising, leadership development, supervision, programming and administrative tasks. In particular, the Graduate Assistant for Communities works with the Evans Scholars House, Apartments Programming Council, Global Village and other specialty residential communities. Additionally, the Graduate Assistant is expected to fully participate in the programs and activities of the Office of Residence Life within the Division of Belonging and Student Affairs.

II. SPECIFIC RESPONSIBILITIES

A. Advising and Leadership Development

Evans Scholars

1. Co-advise the Evans Scholars House with the Residence Hall Director for University Apartments.
2. Attend Evans Scholars House meetings, executive board meetings, and house events. Provide advising and support through regular attendance and involvement.
3. Support the overall Evans Scholars House community through regular check-ins, intentional conversations, relationship-building, and efforts to foster a strong and connected residential community.
4. Work with the Residence Hall Director for University Apartments to plan and implement training and development opportunities for Evans Scholars executive board members.
5. Co-facilitate the Evans Scholars First Year Experience Seminar with the Residence Hall Director for University Apartments and facilitate 1:1 meetings with first-year Evans Scholars.
6. Plan and implement Evans Scholars programs in alignment with the residential curriculum model.
7. Share individual advising responsibilities for Evans Scholars officers, particularly those in house management roles and on the programming committee.
8. Regularly collaborate with the Evans Scholars Foundation (ESF) Graduate Resident Advisor (GRA) to support scholars, share relevant updates, and address the needs of the house community.

Global Village

1. Coordinate with the Complex Director for University apartments to assist with the Global Village Program.
2. Attend any Global Village events that are deemed necessary by the Complex Director or Assistant Director.

3. Assist with the selection and training of the Global Village CA.

B. Supervision and Community Building

1. Supervise the Apartments Community Assistant and co-supervise the Global Village CA.
2. Meet bi-weekly with the Community Assistants (CA).
3. Co-advise the Apartments Programming Council.
4. Assist with the selection and training of the CAs.
5. Provide assistance to the apartments community for the management

C. Administration

1. Hold regular office hours, attend weekly meetings with the University Apartment RHD, and attend weekly Office of Residence Life departmental meetings.
2. Participate in a campus-wide, on-call duty rotation.
3. Temporarily alter expectations/requirements in response to staffing shortages to assist in other areas of immediate need.

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 Communities.

A. Committee Involvement

Serve on committees, task forces and special projects within the department and division.

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.

D. Special Projects

Assist with projects specific to the areas of Residence Life departmental needs.

E. Important Dates

Be present on campus before and after academic sessions and for important weekend events.
Anticipated 2027-2028 academic year dates are as follows:

- 1) August 9-13, 2027: Graduate Assistant Training
- 2) August 16-20, 2027: RA Training
- 3) August 25, 2027: First year student opening
- 4) August 27-29, 2027: second year student opening

- 5) December 19, 2027: Hall Closing
- 6) January 10-14, 2028: student staff winter training
- 7) February TBD (a Saturday): National Marquette Day
- 8) March 11, 2028: Spring Break Closing
- 9) May 13, 2028: Hall Closing
- 10) May 19, 2028: Break for summer

IV. REMUNERATION

- 9 credit hours provided each academic year – 4.5 per semester
- \$19,000 stipend each year (current stipend amount)
- Fully furnished 1 bedroom apartment (valued at \$12,500)
- Meal Plan (valued at \$5240)
- Parking (valued at \$860)