Job Description

Position Title: Graduate Assistant for Student Staff Development and Resident Academic Initiatives

Office: Residential Life and Housing

Reports to: Associate Director of Residential Life

Date: 2014

Primary Purpose: The Training and Development position within the Office of Residential Life is a 12-month 25-30 hour a week position intended for a graduate student. The GA reports to the Associate Director of Residential Life. The GA’s primary responsibility is assist in the coordination of student staff training and development as well as coordination of academic outreach initiatives for the Office of Residential Life and Housing.

Essential Job Functions:

- In conjunction with Residential Life Senior Staff Team, coordinate student staff training to include fall training, spring training and in-services. This is inclusive of the development of materials, coordination of presenters and facilities, and dispersion of marketing to staff.

- Coordinate the process for recruitment and selection of Resident Assistants including development and maintenance of all application materials, training of staff on interview processes, coordination of correspondence to candidates, and marketing.

- Serve as advisor to the Resident Student Association.

- Assist in the management of residential academic outreach initiatives in connection with the Office of Testing and Tutoring Services and Office of Student Success.

- Coordinate the student staff evaluation process and the compilation of data with the Office of Administrative Services and Marketing.

- Assume Residential Life Senior Staff “On-Duty” responsibilities with other staff such that someone is on duty every week to provide emergency and policy enforcement support to the RAs on duty.

- Researches specific topics upon request of the Director.
Essential Job Functions (continued)

- Maintains a high level of visibility by making every effort to get to know residents in the area and attending resident and staff activities
- Is available in the area to attend to informal and unscheduled responsibilities
- Supervision will take place in weekly meetings with the Associate Director of Residential Life and Housing. He/she will attend the weekly Residential Life and Housing senior staff meetings. He or she will also meet as needed with the Area Coordinators, Associate Director for Housing, and Director of Residential Life and Housing

Qualifications

- The abilities and qualities that are essential to this position are:
- Should be a full-time (per terms of program) graduate student enrolled in Nova Southeastern University.
- Be able to work effectively with University students and staff in a residence hall environment.
- Demonstrate a sense of job responsibility, initiative, energy, leadership, approachability, and maturity.
- Preference is given to candidates who have residence hall experience and/or the desire to work within Student Affairs and/or a higher education setting.
- Must be available to live on-campus and eat in the university dining hall.
- Due to the GA responsibilities, no other job can be held concurrent with the GA appointment.
- Reappointment is based on exemplary performance.