

## **GA for Residential Life Training and Development**

Nova Southeastern University

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 Director of Residential Life and Housing. The GA's primary responsibility is to serve as the coordinator of training and development for the Office of Residential Life and Housing.

### **Primary Responsibilities**

- Develop, update and maintain training materials for the office of residential life and housing including the RA manual and Spirit Journal. These materials may be in binder and online formats
- With feedback from the Residential Life Senior Staff Team, coordinate all student staff training to include fall training, January Training, Spring training and in-services including development of materials, coordination of presenters and facilities, and dispersion of marketing to staff
- With feedback from the Residential Life Senior Staff Team, coordinate the RAs in Training (RAT) Class including establishment of curriculum and selection of text, development of materials, coordination of presenters and facilities, and dispersion of marketing to staff
- Coordinate the process for recruitment and selection of Resident Advisors including development and maintenance of all application materials, training of staff on interview processes, coordination of correspondence to candidates, and marketing.
- Coordinate the student staff evaluation process including marketing to student population and working with the Office Manager and the Web team on the compilation of data
- Oversee the development of in-service training programs
- Chair the committee for Training and Development
- May 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

### **Supervision:**

Supervision will take place in weekly meetings with the Director of Residential Life and Housing. He/she will attend the weekly Residential Life and Housing senior staff meeting. He or she will also meet as needed with the Area Directors, Assistant Director for Housing, and Associate Dean of Student Affairs.

### **Ongoing Training:**

The GA would seek out ongoing training opportunities such as conferences and seminars to learn how to further the position at Nova Southeastern University and to provide personal professional development.

Qualifications:

The abilities and qualities that are essential to this position are:

1. Should be a full-time (per terms of program) graduate student enrolled in Nova Southeastern University.
2. Be able to work effectively with University students and staff in a residence hall environment.
3. Demonstrate a sense of job responsibility, initiative, energy, leadership, approachability, and maturity.
4. 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.
5. Must be available to live on-campus and eat in the university dining hall.
6. Due to the GA responsibilities, no other job can be held concurrent with the GA appointment.
7. Reappointment is based on exemplary performance.

Remuneration:

The GA for Training and Development is a 12-month graduate student position. The GATD will receive an annual GA package and can choose between the GA1 and the GA2 packages:

GA1: Stipend of \$8,000.00 before taxes (\$615.40/month paid bi-weekly, \$307.70 before taxes for 26 pay periods), a tuition waiver up to \$8,000.00, a furnished apartment, a meal plan of \$2000 for the year (\$800 fall, \$800 winter, \$400 summer)

GA2: Stipend of \$12,000.00 before taxes (\$923.08/month paid bi-weekly, \$461.54 before taxes for 26 pay periods), a tuition waiver up to \$12,000.00, a furnished apartment, a meal plan of \$1000 for the year (\$500 fall and \$500 winter)