

GRADUATE ASSISTANT FOR RESIDENCE LIFE POSITION DESCRIPTION

GENERAL INFORMATION

Wittenberg University is a private four-year college affiliated with the Lutheran faith tradition with an enrollment of approximately 1800 students. Designated as a national liberal arts college, Wittenberg University recruits students from all regions of the United States and many foreign countries. The campus is situated on 70 acres of rolling hills in Springfield, Ohio and is easily accessible from Columbus and Dayton.

RESIDENCE LIFE INFORMATION

Approximately 1,200 students live in six mixed-gender residence halls, and over 100 University houses and apartments. Generally residence halls are meant for first and second year student; houses and apartments are for juniors and seniors. Residence Life professional staff are comprised of Associate Dean of Students & Director of Residence Life, Associate Director of Operations and Facilities, three Area Coordinators, and a Graduate Assistant. The Graduate Assistant reports to the Associate Dean of Students and Director of Residence Life and provides support and outreach for the residents and student staff of that building. The in-hall professional staff work in conjunction with Resident Advisors to provide living environments that promote academic and social success.

GRADUATE ASSISTANT RESPONSIBILITIES

The Graduate Assistant position is a 10-month live-in assignment, renewable annually, with the expectation of working 20 hours per week plus serving in a rotating on-call schedule. As a member of the Student Development staff, the Graduate Assistant is dedicated to student growth and development outside of the classroom and considers Residence Life an integral part of this learning experience. In supporting the learning environment, the Graduate Assistant is a role model, a facilitator, a leader, and an essential person in the effective operation of the residence life program. The duties of the Graduate Assistant include the following:

Residence Life

- **Student Outreach:** Establish personal contact with students in order to adequately address student needs and concerns by remaining visible, approachable, and active in the halls. This includes maintaining regular offices hours in each of the living communities, participating in community events, as well as other methods of maintaining community visibility. (30%)
- **Departmental/Divisional Responsibilities:** Participate in Residence Life and Student Development administrative tasks, staff meetings and trainings, professional and student staff selection, development, and training. Provide supervision of a staff of up to 10 RA's. Divisional responsibilities include divisional meetings, late night and all campus events, and other duties as assigned. (25%)
- **Counseling and Crisis Intervention:** Provide front-line assistance to students experiencing emotional, academic, physical, and/or interpersonal difficulties, and refer them to other professionals when appropriate. Assist in crisis situations. Participate in Care Team and retention efforts. Maintain accurate records of interventions through Maxient software. (15%)

- **Policy and Student Conduct:** Understand, support, and enforce campus regulations in a developmentally appropriate context; conduct educational disciplinary meetings; and assign appropriate sanctions. Support resident advisors in the enforcement of policy. (15%)
- **Duty Coverage:** Serve as on-call contact for campus emergencies; generally one out of every four weeks. Maintain accurate and timely records of responses in Maxient software. Participate in Residence Life incident debrief meetings. (6%)
- **Administration and Management:** Assist in the oversight of one residence hall, including attention to significant administrative detail, occupancy management, budget management, assessment of physical environment, and communication with the housekeeping staff. (5%)
- **Programming:** Facilitate creative programming with student staff and hall government, and develop programs to support students' continued development through the rigors and responsibilities of university life. Assist with hall CORE teams as needed. (5%)

SUPERVISOR

Directly reports to the Associate Dean of Students and Director for Residence Life

QUALIFICATIONS

Student in Higher Education & Student Affairs program at UD. Experience and understanding of residence life and leadership programs and theories is strongly preferred. Candidate must demonstrate an understanding of the role co-curricular programs play in a student's development and on a residential, liberal arts campus. Experience managing logistics of events or processes.

BENEFITS INCLUDE:

A furnished apartment (including utilities) and board plan, stipend and professional development opportunities. Pets meeting specific guidelines are allowed.