



Virginia State University
Department of Residence Life & Housing
Graduate Assistant Application

Position Summary

The Graduate Assistant (GA) position is crucial to the Residence Life and Housing program. The GA is responsible for the daily operations of a residential facility on campus ranging from 95-500 residents. This is a live-in position with direct in-hall responsibilities and specific "on-call" requirements. The GA co-supervises 5-8 Resident Assistants (RA). The main priority of the GA is assisting residents in their individual development by serving as a resource and referral source. The GA is also responsible for staff and building administration, facility issues and supervising functions performed in conjunction with the Resident Assistants within their building. The GA is required to maintain a 3.0 GPA during their employment. The complete job description is enclosed.

This position requires a 10 month commitment for employment. Students hired as a Graduate Assistant for the Department of Residence Life and Housing are not eligible to hold outside employment unless approved by the Director for Residence Life and Housing.

Compensation

- \$10.00 per hour not to exceed 25 hours per week (office hours)
- \$1,800 towards your Meal Plan (\$900 per semester)
- Furnished housing, including paid utilities
- Internet access and basic cable

Personal Information

This application must be typed

Name: _____
Last First Middle

V# _____

Undergraduate Cumulative GPA: _____

(If Applicable) Graduate Cumulative GPA: _____

Mailing Address: _____

City/State/Zip: _____

VSU Email: _____

Personal Email: _____

Cell Phone: _____

Educational Information

Undergraduate Institution: _____

Graduation Date: _____ Degree Completed: _____

Major Field: _____ Minor: _____

Have you applied to a Graduate program at Virginia State University? Yes No

Have you been accepted to a Graduate program at Virginia State University? Yes No

If yes, which program _____

Expected Graduation Date _____

If no, please explain where you are in the acceptance/application process

Applicants should note that in order to be offered a Graduate Assistant position; the applicant must be officially accepted into a Graduate program at Virginia State University. At the very least, the applicant should have applied to a Graduate program at the time this application is submitted.

Additional Information

To successfully have a completed application packet, applicants must include the following along with their application:

- Resume 3 Recommendations (see attached forms) Letter of Interest

Selection Process

Applications will be accepted until all positions have been filled. However, applications received by the established due date on the Residence Life and Housing website under the Graduate Assistant link, will receive priority consideration for an Interview. Please make sure you check your email. All communications will take place via email. Please check it regularly.

Application Submission

Submission instructions can be found Residence Life and Housing website under the Graduate Assistant link.