



## **Virginia State University Department of Residence Life and Housing Graduate Assistant Job Description**

The Graduate Assistant (GA) is responsible for ensuring the successful management of a co-ed or a single sex residence hall that reflects the department's vision, mission and diversity statements, as well as the University's academic and educational goals. Specific hall responsibilities are based on individual hall needs but GAs will be responsible for: staff supervision, hall government advisement and providing leadership of a safe living and learning environment that supports student engagement and success. The GA will report directly to their Residence Coordinator (RC) supervisor and or Director of Residence Life and Housing. The specific responsibilities of the GA are numerous and varied. The following is a list of the types of responsibilities and expectations for students serving as Graduate Assistants at Virginia State University. *This job description is subject to change at the discretion of the Director of Residence Life and Housing as needed to meet the needs of the department and students.*

### **Goals**

- Commit to creating and maintaining safe communities that support all individuals with dignity and respect.
- Find, create and explore our potential through new opportunities and commit to understanding the rich diversity that exists among you.
- Foster civic engagement, student success and the personal growth of student.
- Exhibit leadership and responsibility within the Department of Residence Life and Housing.
- Create an environment that is challenging, supportive and inclusive for all individuals.

### **Supervision**

- Co-Supervise, train and evaluate Resident Assistant (RA) staff in conjunction with programming efforts, student development, etc.
- Conduct regular individual meetings with RAs.
- Conduct weekly staff meetings in conjunction with RC.
- Provide staff with skills necessary to mediate conflict resolution with residents.
- Provide formal and informal evaluations of RAs with the assistance of the RC.
- Co-Supervise Office Assistants.

### **Student Engagement and Community Development**

- Work with RAs and residents to develop community in the hall and on individual floors.
- Teach RAs to actively listen to students, address roommate conflicts and confront situation.
- Meet with students to assist in their personal growth and development.

- Participate in student programs and establishing contact and visibility in order develop community.
- Refer students to appropriate campus resources.

### **Administrative**

- Assist in the selection, training and evaluation resources of Resident Assistants.
- Ensure efficient management of the residence hall.
- Attend staff meeting with RA's.
- Communicate, enforce and clarify policies to students and student staff.
- Maintain updated student conduct records, health and welfare, occupancy, financial and additional administrative records.
- Complete assigned tasks and daily responsibilities by established deadlines.
- Make oneself available to students, staff and University administrators during normal business and after hours.

### **Departmental**

- Maintain and initiate open communication with supervisor, department staff, Campus Police and any other pertinent individuals within the Student Success and Engagement Division.
- Prepare for and attend weekly individual meetings with the RC.
- Serve on departmental committees.
- Participate in 24 hour crisis response departmental- wide on-call rotation.
- Respond on site to personal crisis, safety and emergency calls.
- It is expected that the GRC will be regularly available to residents, respond to crisis situations or emergencies and assist as necessary.
- Actively participate in all professional staff training.
- Participate in department open houses, room and staff selection processes.
- Attend weekly professional staff meetings and additional meetings as assigned.

### **Hall Government Co-Advisor**

- Work with hall government executive board members to establish means of recruiting members.
- Conduct weekly individual meetings with the hall government president.
- Attend hall government meetings and sponsored events.
- Work to establish working relationships between RAs and hall government executive board members.
- Serve as a resource for programming ideas.

### **Other Responsibilities**

Additionally, the Graduate Assistant will have a department-wide focus area. These may include:

- Staff recruitment and selection
- Staff training and leadership development

- Residence hall association and community development
- Diversity initiatives
- Student academic initiatives
- Awards and recognition
- Student conduct and residence hall judicial board
- Summer camps and conferences

### **Qualifications**

- Eligible to maintain an assistantship as discerned by the graduate school.
- Acceptance into a VSU graduate program.
- Strong administrative, organizational, programming and interpersonal skills.
- Previous live-in residence life and housing experience is preferred.
- Additional experience as a resident assistant or student leader position is desired.  
Two-year availability is preferred.

### **Terms of Employment**

- This position requires a 10 month commitment for employment. Students hired as a Graduate Assistant (GA) 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.
- Live-in position with evening and weekend responsibilities.
- Participate in all departmental training activities.
- The GA position is a full-time graduate assistantship requiring at least 25 office hours each week.
- Maintain a 3.0 GPA throughout employment (Failure to maintain a 3.0 GPA will result in an immediate termination).
- Participate in all RA & GA Training.
- Act as a positive role model at all time (both on and off campus).
- Monitor and maintain a professional online/social media presence (e.g., Facebook, Twitter, Instagram, etc.).
- Recognize the importance of and demonstrate confidentiality.
- Assist with opening and closing of the residence halls during winter break, holiday break.
- Time off requests will be considered on a case by case basis.
- Abide by the policies and procedures of Virginia State University, including the Student Code of Conduct, Residence Life and Housing Community Living Guide Handbook.

### **Compensation**

- \$10.00 per hour not to exceed 25 hours per week (office hours).
- \$1,800 towards a meal plan (\$900 per semester (Fall and Spring)).
- Furnished housing, including paid utilities which is a single room at the lowest housing rate for on campus living Internet access, and basic cable.
- Support for professional development opportunities.

- If the Department of Residence Life and Housing terminate the student as GA or if the student resigns from the position, the student understands that portions or all of their compensation may be charged back to their student account for failing to fulfill any portion of the GA responsibilities outlined in the GA agreement and in the GA job description. The GA should understand that they will be relocated to any available spaces if they choose to remain in on campus housing if they choose to leave their position and or if terminated and will be responsible for paying any remaining housing charges.