

University of Massachusetts Amherst

Graduate Assistant Position Description

Department: Residential Life – Residence Education

Residential Life is a national leader in creating a dynamic residential experience that is engaging, socially just, and promotes student learning. Residential Life offers a residential experience that supports students' learning, personal growth, and academic achievement. We foster inclusive communities, create social and educational opportunities, and provide safe and well-maintained residences.

Title: Assistant Residence Director: Apartment Living (North)

The Assistant Residence Director: Apartment Living position is a 20-hour per week assistantship during the academic year. The ARD for Apartment Living is a live-in graduate student staff member in North Apartments. The ARD/AL is supervised by the Apartment Complex Coordinator. The ARD/AL participates in student development, community development, leadership development, diversity initiatives, policy enforcement, and crisis management.

Under direct supervision from the Apartment Complex Coordinator, the main focus of the ARD/AL is to help North residents achieve their academic goals by living in safe, educational and socially just communities and by planning and implementing educational and social activities that meet the needs of the residents, specifically focusing on the needs of seniors and juniors. The activities should help the residents live independently, focusing on their academic success and transitioning needs as well as more immediate concerns such as mediating roommate conflicts and keeping their living quarters clean and quiet for all to study and sleep with minimum supervision by staff.

All Graduate Assistants are expected to be available every Thursday morning for Staff Meetings, unless an excused academic exception has been made. All ARD/ALs work 40 hours per week during the training time period in August. ARD/ALs are hired for a period of one academic year, with renewal contingent upon satisfactory performance and evaluation. Because of the complexities and demands placed on the ARD/ALs position, it is expected that ARD/ALs will view the position as a primary internship. Some break coverage is expected and will be compensated separately.

Community Development

- Serves as a member of the senior staff team to provide leadership for all aspects of the North Apartment community.
- Is visible and available to the residents in the community by holding regular office hours, attending events and programs, being present and visible on the floors, and facilitating community events.
- Plans community initiatives to meet the needs of the community, focused on the particular needs of juniors and seniors
- Plans and implements orientation programs to the apartment residents about apartment living
- Facilitates apartment agreements
- Maintains educational and information bulletin boards throughout the hall
- Works with the North Apartments Residents Association/Area Government
- Serves as a resource and referral agent to residents
- Responds to student and community issues and concerns including, but not limited to, roommate conflicts, community conflict, student and community behavior, and facilities concerns.

Student Conduct and Crisis Management

- Serves as a conduct conference administrator including assigning and facilitating educational sanctions
- Communicates, upholds and enforces the Code of Student Conduct and Residential Life Community Standards
- Responds to emergencies and crises in the apartment complex, including fire drills and wellness checks

Diversity and Social Justice

- Integrates social justice into the development of programs, practices, policies and processes.
- Supports and meets the needs of traditionally underrepresented students.

Administration

- Holds regular office hours that are posted and communicated with supervisor.
- Participates in apartment opening and closing processes. Assists with move-in and move-out processes.
- Responsible for management of Procurement Card in order to purchase supplies for programs. Works with supervisor to manage programming budget.
- Communicates and writes reports as expected by supervisor.
- Utilizes computer skills and technology to accomplish position responsibilities

Residential Life Projects and Responsibilities

- Participates in staff training and development including, but not limited to, August and January Training.
- Participates in and supports Residential Life, Student Affairs and Campus Life, and University programs and initiatives.
- Participates in staff meetings and functions including, but not limited to, regular staff meetings, committee work, and search processes.
- Understands, is committed to, and implements affirmative action and nondiscrimination regulations, policies and principles.
- Performs other related tasks as assigned.

Requirements/Qualifications

- Continued good standing as a graduate student in a degree-granting program
- Strong interpersonal communication skills and the ability to interact with a diverse population of senior and junior students
- Understands and is committed to the University and departmental affirmative action and non-discrimination policies
- Demonstrated experience and skills related to program development, student development and working with leadership groups
- Familiarity with residence hall systems and other education and management experience
- Some evening and weekend work required.

Preferred Qualifications:

- One or two years experience living in a residence hall system.
- One year experience as a Resident Assistant, student organization leader, and/or directly related work experience

Employment Dates and Compensation

- Hrs/Wk: 20 hours per week academic periods/40 hours per week training periods
- Stipend 2013-2014: \$14464.80 (new)/\$13922.04 (returning)
- Furnished Apartment
- Dates of Appointment:
New: 8/5/13-8/31/13 (training); 9/1/13-12/14/13 (fall); 1/8/14-5/13/13 (spring)
Returning: 8/8/13-8/31/13 (training); 9/1/13-12/14/13 (fall); 1/8/14-5/13/14 (spring)
- Standard Graduate Employee Organization (GEO) benefits

Application Process

Complete the application process outlined at http://www.housing.umass.edu/hr/resed_grad.html and submit materials to gradsearch@sacl.umass.edu.

Priority Deadline: February 1, 2013. Applications will continue to be accepted until the position is filled.

Incumbent Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____