Graduate Assistant Job Description
Department of Housing and Residence Life
GA for Leadership Position

Department: Department of Housing and Residential Life (DHRL)
Supervisor Name: Tracy Cunningham
Assistantship Information: Number of GA positions DHRL will have in fall 2015: 1 with this position (10 total Grads)

Summary Job Function:
Reporting to Coordinator for Residence Education and indirectly to the Director of Residential Life, the Graduate Assistant (GA) for Leadership supports the Department of Housing and Residential Life in its efforts to enhance the residential experience within the Florida Atlantic University undergraduate community. A live-in position, the GA provides leadership for the Sophomore Year Experience program as well as leadership initiatives in the department. By maintaining visibility and being approachable to student staff and residents, the GA helps educate residents via programmatic efforts.

Student learning/educational activities performed by the Graduate Assistant: (Please check all that apply and provide detail if needed.)
X Advising Students
X Program Development and Planning
  _ Instruction
X Mentoring
X Advising student organizations
  _ Responding to student conduct situations
  _ Teaching or instructing courses
X Other (Administrative, Supervision, )

Learning Outcomes:
- **Administration** – Utilize effective communication, planning scheduling, and organizational skills as they relate to position responsibilities.
- **Advising** – Serve as Graduate Co-Adviser to RSA. Attend all RSA and RSA Executive Board meetings.
- **Awareness** – Identify the unique needs of and be an advocate for diverse groups of students.
- **Communication** – Model clear, direct, and honest communication; know your audience and how best to reach them.
- **Community Development** – Describe the role of RSA and Community Councils in a residence hall setting and how to promote a positive community environment.
- **Customer Service** - Identify housing and university services that are delivered to students, parents, faculty, and staff.
- **Program Development** - Model and teach program planning, development and implementations skills to RSA and Community Councils.
- **Training** – Develop facilitation and training skills for RSA and Community Councils. Provide resources for training and development for student leaders to perform effectively and to their highest potential.
Duties and Responsibilities:

Boca Raton
Department of Housing and Residential Life

- Creates/Maintains/updates Community Council Adviser Manual prior to each fall semester/pre-training.
- Serve as a graduate co-adviser to RSA. Attend executive board meetings, RSA meetings, and occasional CC meetings, as schedule permits.
- Attend student conferences as schedule/funding permits with permission of ADRL including but not limited to Mini-FARH, SAACURH, FARH, No-Frills, and NACURH.
- Attend RSA sponsored or co-sponsored events.
- Conduct one-on-one development meetings with RSA Executive Board
- Assists the RSA student leaders/PR committee with their publications including newsletters, website, and all social media.
- Serve as a resource to Community Councils.
- Assists the CRL with all aspects of staff orientation and training (Graduate Assistant, RA, SA), including committee prep-work, scheduling, retreat etc. and staff development for each semester. Participates in pre-professional and paraprofessional staff orientation, training, and staff development. **This may require work during evenings, weekends, and holidays.
- Maintains resources for staff training and development.
- Consults with graduate staff, Resident Assistant, and Student Assistant staff regarding training and staff development needs.

Qualifications for the position:

- Acceptance into the Florida Atlantic University Master’s degree program. Preference will be given to applicants who are pursuing a Master’s Degree in Higher Education Leadership and Counseling Education
- Ability to work well independently and as part of a team
- Effective written and verbal communication skills
- Willingness to work nights and weekends
- Past experience in Residential Life is strongly preferred
- Proficiency with Microsoft Office

Additional Information:
The Graduate Assistant will receive an Assistantship compensation package that includes:

- Tuition Waiver
- Bi-Weekly stipend
- Housing accommodations
- Partial meal plan

Questions? Tracy Cunningham, Director of Residential Life, Department of Housing and Residential Life, tcunningham@fau.edu