Graduate Assistant Job Description

Graduate Assistant: Assistant Residence Director (Pending)

General Description

The Assistant Residence Director is responsible for assisting with the daily operation of a large residence hall area or apartment community (approximately 500-650 residents), which includes the ability to create, implement, and manage a residential curriculum designed to enhance students’ sense of belonging by creating opportunities for them to connect to the University through on campus living.

The position is responsible for providing staff supervision, crisis intervention, facilities management, academic support, and conduct response in a student-centered manner. DHRL believes that all Residential Life and Education staff should be educational practitioners who contribute to the development of students’ growth. The Assistant Residence Director reports directly to a Residence Director for the Department of Housing and Residential Life.

Job Duties

- Develop a knowledge and understanding of the mission, vision, values and goals of the University, the Student Affairs Division and the Department.
- Assist with the supervision, training, motivation and evaluation of paraprofessional staff assigned to the residential community.
- Provide development and leadership training to paraprofessional staff members and hall council.
- Participate in the recruitment and selection of new residence hall professional and paraprofessional staff.
- Uphold and implementing the policies and procedures as defined by DHRL.
- Assist with the development of a sense of belonging in the residence hall or apartment community through the development and application of the residential curriculum (Bobcat Residential Experience), by encouraging students to connect with university support resources, adopt wellness strategies, and explore intrapersonal and interpersonal relationships.
- Assist with the advising of the Hall Council by providing students with intentional interaction that helps to develop them as both individuals and leaders.
- Provide excellent service and accurate information when responding to student, parent, and staff concerns in order to foster positive relationships
- Establish a safe, sustainable, and healthy living environment in your assigned residence hall or apartment community by working closely with custodial and maintenance staff members
- Assist with the implementation of the residential curriculum in your assigned residence hall or apartment community.
- Implement strategies to contribute to student learning through lesson plan development, intentional student interactions, and providing support to students identified through the University early alert system, First Year Bobcat Success Check.
Required Qualifications

• A Bachelor’s degree from an accredited institution of higher education before start date
• Enrollment in a graduate degree program at Texas State University, preference will be given to students enrolled in the Student Affairs in Higher Education program
• Enrollment in nine graduate hours each long semester and maintenance of a 3.0 GPA
• Maintain a GPA of 3.0 throughout all employed semesters
• Possess excellent written and communication skills
• Possess excellent computer skills (e.g. MS Word, Excel, Outlook and PowerPoint)
• Ability to work with diverse populations of faculty, staff, students and community members
• Maintain an appropriate degree of confidentiality
• Exhibit problem-solving and critical thinking skills

Preferred Qualifications

• 1-2 years of residence hall living experience
• 1-2 years of residence hall working experience (especially as a resident assistant)
• Involvement with student activities and/or organization

Terms of Employment

• Average of 20 hours worked per week (unless otherwise approved by department director)
• Start date: July 6, 2020
• 9 or 12 month appointment with opportunity to renew for a second year. Appointment ending in May of second year (unless discussed with supervisor)
• Available to work evenings and weekends
• Programs may require travel to Texas State University Round Rock campus
• No paid vacation, sick leave, or university-observed holidays

Salary

• Monthly salary received at the beginning of each month
• Average of $975/monthly (first year of employment)
• Average of $1015/monthly (second year of employment)
• One bedroom, one bathroom, furnished apartment in a residence hall
• Cable, Ethernet, and utilities are provided
• Meal plan provided

Benefits

• Department-funded professional development funds for conferences and travel
• Access to workshops provided by Professional Development Office
• Access to Bobcat Balance Program & Wellness Program
• Out of State Tuition Waiver for qualifying Out of State/International students
• Insurance options provided by the student insurance plans
• Reserved parking (must purchase student permit)

Mission of the hiring office

The Department of Housing and Residential Life (DHRL) provides welcoming inclusive living communities for our diverse student population that foster academic success, campus engagement, and personal development.

Hiring Office Contact Information

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