**Job Title:** Graduate Assistant for Residence Life  
**Department:** Residence Life  
**Reports To:** ADRL/Area Coordinator  
**FLSA Status:** Non-Exempt  
**HR Approval Date:**

St. Mary’s University, as a Catholic Marianist University, fosters the formation of people in faith and educates leaders for the common good through community, integrated liberal arts and professional education, and academic excellence.

**JOB SUMMARY:**
The Graduate Assistant (GA) is a part-time, 10-month, live-in position within the Office of Residence Life. The GA is responsible for assisting in the implementation of a residential curriculum grounded in the Catholic, Marianist heritage of the University, in order to support a students’ educational, spiritual, personal, social, and cultural growth. This position is generalist in design, and maintains responsibilities both in Residence Life and Student Life. The position has a start date of August 3, 2020 (negotiable due to classes) with a compensation of $10,000 stipend.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Residential Education & Learning Communities:**
- Utilize a residential curriculum framework to create a sense of belonging and develop student learning specific to the residential population(s) with 400-500 students being served in area.
- Serve as an advisor to the residence hall council, boards, and committees.
- Manage and mediate escalated interpersonal problems between residents.
- Work with supervisor and Living Learning Community campus partners to implement and support programs and initiatives focused on each LLC within area.

**Supervision:**
- Supervise, train, and evaluate student residence hall staff including Resident Assistants and Community Coordinators.
- Facilitate regular one-on-one meetings with student staff and attend hall staff meetings.
- Participate in the centralized process of student staff recruitment, selection, and placement.

**Crisis Response and Student Conduct:**
- Serve on an-call rotation with response to 1,300-1,500 students living on campus.
- Respond to emergency situations and implement the proper institution procedures/protocol.
- Utilize retention management system to track and follow-up with students of concern.
- Serve as Campus Security Authority and document incidents as needed for federal and state reporting.
- Adjudicate student conduct cases utilizing restorative justice practices and in coordination with the Coordinator of Student Integrity & Welfare.

**Administrative/Managerial:**
- Post and maintain daily office hours and maintain accessibility to residents, 20-25 office hours a week.
- Attend all Residence Life staff programs, meetings, and trainings as scheduled.
- Assist with all hall openings and closings for Fall and Spring semesters.
- Utilize housing management system, StarRez, to facilitate accurate records related to occupancy and damage billing.
- Follow-up with Facilities Services and Central Office operations staff on all maintenance repairs and housing-related services as needed.
EDUCATION:
Must have a bachelor’s degree and be matriculated in a Student Personnel or related field master’s degree program.

REQUIREMENTS:
- Sensitivity to individual differences and ability to work with people of different backgrounds.
- Demonstrated desire to work with diverse populations.
- Excellent written, presentation, and oral skills.
- Strong interpersonal, organizational, and time management skills.
- Ability to work a flexible schedule, including evenings, weekends, and holidays (as needed).
- Valid driver’s license.

PREFERRED:
- Ability to speak/understand Spanish strongly preferred.
- Prior experience in Residence Life.
- Knowledge of and proficiency with Microsoft Suite, Banner, StarRez, and Maxient.

PHYSICAL DEMANDS:
Must be able to walk distances, climb stairs and carry objects (10-25 pounds.) on a regular basis; Must be able to hear and speak clearly and concisely, both face-to-face and on the phone.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Weekend, evening, and late hours are necessary. Must be able to meet and balance multiple demands from various constituents and departments.