

Graduate Assistant for Residence Hall Safety

Overview of Position

The Graduate Assistant for Residence Hall Safety is responsible for the coordination and training of residence hall safety and security and the day-to-day management and supervision of the Night Safety Program. The Night Safety Program provides late night / early morning staffing to monitor the entrances and public areas of the residence halls, as well as to report infractions of the Student Conduct Code. The major responsibilities of this GA include 1.training all levels of staff on residence hall safety and security; 2.performing hall safety and security inspections; 3.Maintaining and updating the University Housing Crisis Management Manual; 4.coordinating the Night Safety Program (hiring, training and scheduling of 60+ staff members, supervision of staff, etc); 5.creation and implementation of proactive educational efforts about residence hall and resident safety; and 6.working cooperatively with other departmental and university staff about residence hall safety and security. As a graduate assistant in University Housing, the GA also serves on a departmental committee and attends graduate staff training, including ongoing professional development sessions. The GA is expected to work at least 25 hours per week. The majority of these hours will be scheduled during regular working hours, however, approximately 3-4 hours per week will be between the hours of 11:30 p.m. and 3:30 a.m., performing inspections and completing rounds to supervise and observe Night Safety staff.

Responsibilities

Administrative

- Responsible for updating the Crisis Management Manual with input from UH staff on an on-going basis (on line and in print)
- Perform safety inspections (interior and exterior) in all residence halls once a semester. The inspections include landscaping concerns, lighting concerns, safety hazards, proper information posted in the halls, etc.
- Coordinate fire drills in the residence halls with the Office of Environmental Health and Safety
- Schedule staff members to work from 11:30 p.m. – 3:30 a.m. in 20 residence halls.
- Maintain accurate schedule for staffing of buildings; distribute schedule to staff (Night Assistant Supervisors, Night Assistants, Residence Directors, and Coordinators) on a weekly and monthly basis.
- Conduct bi-weekly one-on-one meetings with Night Assistant Supervisors
- Update and print Night Safety Staff Manual for all Night Assistant staff.
- Coordinate upkeep of online Night Safety Program ASULearn website.
- Coordinate the production and distribution of a monthly Coverage Report.
- Monitor number of hours worked by staff.
- Work to ensure hiring paperwork is completed for all staff.
- Maintain accurate and updated staff roster, including building assignments.
- Obtain card access, which allows Night Safety staff to access their assigned buildings.
- Coordinate production and distribution of nametags for staff.
- Order and distribute staff shirts.
- Post & hold office hours as agreed upon with supervisor.

Departmental Responsibilities

- Attend all relevant graduate staff training programs, including summer/fall training, January training and ongoing professional development sessions.
- Serve on a departmental committee.
- Coordinate presentations regarding the Night Safety Program to Residence Director and Resident Assistant staff.
- Working with ASU Police, Office of Environmental Health and Safety, as well as all staff in University Housing, Coordinate presentations regarding safety and security in the residence halls to all UH staff members.
- Attend weekly one-on-one meetings with supervisor.
- Develop collaborative working relationships with Residence Directors and Coordinators.

Role Model

- Act as a positive role model at all times (on and off campus).
- Maintain a professional attitude and manner while employed by the University.

- Monitor and maintain a professional online presence (i.e. Facebook, Twitter, etc.).
- Maintain a high level of ethical standards.
- Know and abide by local, state and federal laws.
- Know and abide by the Appalachian State University *Code of Student Conduct* and, if living on campus, all University Housing policies and procedures as outlined in the *Housing License Contract* and *University Housing Staff Manual*.
- Graduate Assistants of legal drinking age who choose to possess or consume alcohol are expected to model responsible use of alcohol. This includes not condoning underage drinking by being present in situations where you are aware it is occurring and not exhibiting intoxicated behavior on campus.
- Report to your supervisor any incident in which you are documented for violation of campus policies or local/state/federal law.
- Maintain confidentiality for sensitive and FERPA protected information.
- Demonstrate commitment to education, celebration of diversity, and raising social awareness.

Safety Education

- Work collaboratively with University Police, Sexual Assault Prevention Office and other relevant University departments and officials to educate residents about campus crime statistics as well as to provide educational materials and programs regarding safety issues.
- Work with ASU Police, Office of Environmental Health and Safety to coordinate presentations regarding safety and security in the residence halls to all UH staff members and residence hall students.
- Work directly with Residence Directors and Coordinators to identify building-specific issues and provide educational programs or materials to address such issues.
- Work to explore safety and security issues within residential campus to promote a safe living environment for all students. Report issues on a monthly basis.

Social Justice Advocacy

- Develop and utilize skills to work with diverse student populations.
- Maintain sensitivity to different perspectives and identities.
- Address all bias related comments and/or behaviors.
- Learn inclusive ways to advocate for the needs of all students.
- Facilitate the creation of a space that promotes education of students and colleagues around topics of social justice.
- Actively engage in reflection of personal identity and how it influences work with students and colleagues, which includes professional development opportunities.
- Hold self, students and staff members accountable to departmental expectations of creating an inclusive environment in the residence halls.

Staff Selection, Training and Supervision

- Supervise approximately 60+ Night Assistants and 8 Night Assistant Supervisors, including following-up on staff performance issues and documenting them as necessary.
- Develop marketing and recruitment plan to promote the Night Assistant positions; actively and personally recruit undergraduate or graduate students for Night Assistant positions.
- Interview and select current students to fill Night Assistant positions.
- Train all UH staff members on the responsibilities of Night Safety Assistants, as well as assist in the training of safety and security measures in the residence halls.
- Train Night Safety staff on policies and procedures as well as specific duties of the position.
- Complete staff evaluations once each semester.
- Coordinate one-day training for Night Safety staff in August prior to opening, as well as half-day training for Night Safety staff in January.
- Coordinate staff meetings monthly to facilitate a team environment and disseminate information.
- Coordinate recognition of staff on a regular basis.
- Conduct late-night rounds once a week to observe staff and get acquainted with them.
- Coordinate shadowing program for new staff before first full night of work.

Student Interaction

- Maintain a high level of student contact and availability.

- Promote student involvement in activities and decision making within University Housing.
- Function as a resource for accurate information concerning University life.
- Provide counseling and referral for students with educational, personal, or other concerns.

Other Duties

- Assist in the ongoing assessment and evaluation of Residence Life policies, programs and practices.
- Complete a performance evaluation with supervisor once a semester.
- Serve on rotating on-call duty schedule.
- Complete the Professional Development Plan.
- Assist in the recruitment, selection and training of University Housing staff.

Additional Compensation for Position

In addition to the compensation package provided by Student Development, and as a condition of employment, a furnished apartment, with all utilities (high speed internet access, cable television, water, and electricity) is provided at no cost. A meal plan and reserved parking space is also provided at no cost. The apartment, meal plan, and parking space are provided to assist in performing job responsibilities.

Please note that in regards to the apartment provided by the department, all personal belongings should be able to fit in the apartment *along with* the furniture already provided. University apartment furniture cannot be removed by the Graduate Assistant or the department. All GAs will complete an apartment inventory and will be charged for any missing items and/or damage.