



Graduate Assistant for Student Leadership

Overview of Position

The Graduate Assistant for Student Leadership supports the mission of University Housing by assisting in the training and development of residence hall leaders. These leaders include, but are not limited to, Neighborhood Association members, Residence Hall Association (RHA) members and the National Residence Hall Honorary (NRHH). The Graduate Assistant for Student Leadership serves in an advising role to RHA, to NRHH, Student Leadership Conference Delegations, and works closely with student leaders in various capacities. The Graduate Assistant for Student Leadership works at least 20 hours a week. Many of the hours will be at times other than 8 am to 5 pm, Monday–Friday. Weekend and night obligations will be routine.

Job Requirements

- Prior experience in a residence hall leadership position is strongly desired.
- Professionalism, attention to detail and strong communication skills.
- Ability to work without constant supervision.
- Must be able to establish and maintain effective working relationships with other employees, students and the general public.
- Have a strong desire to work with college students and the ability to understand the relationship between classroom learning and out of classroom experiences.
- Have a commitment to education, celebration of diversity and raising social awareness.
- The graduate assistant reports to the Coordinator for Leadership and Development.
- Academic requirements:
 - Unconditionally accepted into a Graduate School program; preference will be given to a graduate student in the Student Affairs Administration program.
 - Maintain a cumulative 3.0 GPA.

Responsibilities

Administrative

- Have one-on-one meetings with your supervisor on a weekly basis.
- Assist in the recruitment, selection and training of all residence hall leaders.
- Work at least 20 hours per week in University Housing (includes meetings, events, etc.).
- Assist in the development and marketing of leadership opportunities to residence hall students.
- Serve as a liaison between Student Leadership, the Department and other institutional and external entities.
- Post and hold office hours as agreed upon with the supervisor.

Advising

- Serve as advisor for RHA and NRHH.
- Attend all RHA and NRHH Executive Board meetings as well as general body meetings.
- Meet with RHA and NRHH presidents on a weekly basis.
- Meet individually with RHA and NRHH Executive Board members as appropriate.
- Assist RHA and NRHH in planning and implementing community service and recognition programs.
- Provide leadership training, support, and recognition to members of RHA and NRHH.
- Assist in member recruitment and selection.
- Be a liaison between the RHA and NRHH, the Department and other institutional and external entities.
- Serve as advisor and co-advisor for conference delegations.

- Assist with the selection of all conference delegates.
- Assist in providing leadership training, support, and recognition to RHA, NRHH, and HC members.
- Serve as an ongoing resource, advocate, and counselor for residence hall leaders.

Assisting with Neighborhood Associations

- Meet monthly with Neighborhood Associations (NA) Presidents to assist with their leadership development.
- Work collaboratively with University Housing's social justice committee to meet monthly with NA social justice representatives to provide support and on-going training.
- Advise hall supervisors in how to recruit and advise NA.
- Act as a liaison with primary NA Advisors to ensure routine communication and consistent program support across campus.

Budgets

- Monitor and approve all expenditures of NRHH and RHA conference delegations.
- Assist in guiding budget development and overseeing the RHA and NRHH budgets.

Departmental Responsibilities

- Attend all relevant graduate staff training programs, including summer/fall training, January training and ongoing professional development sessions.
- Serve on departmental work groups, task forces or collateral assignments.
- Coordinate presentations regarding student leadership development to Residence Director and Resident Assistant staff.
- Attend weekly one-on-one meetings with the supervisor.
- Develop collaborative working relationships with Residence Directors, Coordinators and other departments on campus.

Leadership Training

- Support the development and implementation of departmental leadership conferences, workshops, retreats and training sessions.
- Collaborate with Campus Activities and Community Engaged Leadership to involve residence hall students in leadership opportunities.
- Develop and assist with the intentional and comprehensive training for student leaders involved in residence hall government, including individual NAs
- Oversee coordination of the Leadership Advancement Education Program (LEAP) in the spring semester.

Professional Involvement

- Assist with ASU's involvement in NCARH, SAACURH and NACURH organizations.
- Attend & present at several of these conferences each year: NCARH, SAACURH, and NACURH.

Program Planning

- Assist RHA in planning and implementing campus-wide social, educational, diversity and recognition programs.
- Collaborate with Student Programs to sponsor programs & involve students in campus programs.
- Serve on the university Homecoming Committee and provide relevant communication to hall council advisors related to homecoming events and involvement.
- Work with Coordinator for Student Leadership to coordinate the annual lip-sync competition at Homecoming.
- Oversee coordination of the end of the year banquet for RHA and NAs.

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.
- 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 behaviors 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.

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.
- Attend programs in the residence halls.

Other Duties

- Assist in any Residential Programming efforts that are related to student leadership initiatives.
- Complete a performance evaluation with a supervisor once a semester.
- Serve on the graduate assistant rotating on-call duty schedule.
- Complete a professional development plan.
- Assist in the recruitment, selection and training of University Housing staff.
- Participate in Resident Assistant and Graduate Assistant Selection weekends.
- Complete other duties as assigned by Coordinators, Assistant Directors, or Associate Director of Residence Life.

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, 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.