

# **2025 Graduate Assistant for Residence Life Programs Office of Residence Life – Marquette University**

## **I. GENERAL DESCRIPTION**

The Graduate Assistant for Residence Life Programs holds a part-time, live-on, ten-month appointment in the Office of Residence Life and the Division of Student Affairs. The Graduate Assistant for Residence Life Programs reports to the Coordinator for Residence Life Programs.

The Graduate Assistant for Residence Life Programs will help with responsibilities in the areas of advising, leadership development, supervision, programming and administrative tasks. Additionally, the Graduate Assistant is expected to fully participate in the programs and activities of the Office of Residence Life within the Division of Student Affairs.

## **II. SPECIFIC RESPONSIBILITIES**

### **A. Advising and Leadership Development**

#### **Residence Life Leadership Board (RLLB)**

1. Advise the Residence Life Leadership Board
2. Attend all RLLB meetings and trainings
3. Work with RLLB Chair in developing and implementing RLLB curriculum
4. Serve as liaison for RLLB with Residence Life Professional staff, updating ORL on RLLB activities and guiding CDs/RHDs in hiring and advising Hall Leadership Coordinators (HLC)
5. Work with Assistant Director for Training and Development to create trainings for CDs/RHDs about RLLB.
6. Work with the RLLB Chair to organize Hall Leadership Coordinator Selection.

#### **Recognition**

1. Plan and facilitate Breakfast with Santa and/or other Fall RA recognition event.
2. Assist in planning and facilitation of End of the Year Student Staff Banquet.
3. Develop and facilitate Residence Life Leadership Awards at end of spring semester.

#### **Division of Belonging and Student Affairs Leadership & Collaboration**

1. Assist with the development of programming for the first 6 weeks of the semester and collaboration with other departments programming over this period.
2. Serve as a Liaison to MUSG to improve collaboration between the halls and MUSG, make halls aware of MUSG efforts, and connect with Residential Senators
3. Participate in the DBSA leadership team meetings and help with facilitation of their programming including but not limited to: Olsen Leadership Institute and the DBSA Leadership Awards

### **B. Supervision and Community Building**

1. Supervise RLLB Chair and Communication Assistants.

2. Meet bi-weekly with RLLB Chair and Communication Assistants in one-on-one meetings.
3. Assist with the selection and training of RLLB Chair and Communication Assistant.

#### C. Administration

1. Hold regular office hours, attend weekly meetings with Coordinator for Residence Life Programs, and attend weekly Office of Residence Life departmental meetings.
2. Participate in a campus-wide, on-call duty rotation.
3. Temporarily alter expectations/requirements in response to staffing shortages to assist in other areas of immediate need.

### **III. ADDITIONAL EXPECTATIONS**

Involvement in the following opportunities ensures full participation in departmental decision making and divisional activities and provides for the professional growth of the Graduate Assistant for Residence Life Programs.

#### **A. Committee Involvement**

Serve on committees, task forces and special projects within the department and division.

#### **B. Professional Staff Selection**

Participate in on-campus interviews of Residence Life professional staff.

#### **C. Professional Development**

Participate in professional development opportunities within the department, Division of Student Affairs, the University, and through state, regional, or national professional organizations. Assist with hearing hall management cases as a student conduct administrator.

#### **D. Special Projects**

Assist with projects specific to the areas of Residence Life leadership and programming.

### **IV. REMUNERATION**

- 12 credit hours provided each academic year – 6 per semester
- \$14,150 stipend each year (current stipend amount)
- Fully furnished 1 bedroom apartment (valued at \$12,500)
- Meal Plan (valued at \$5240)
- Parking (valued at \$860)