

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

## **I. GENERAL DESCRIPTION**

The Graduate Assistant for Communities 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 Communities reports to the Residence Hall Director for University Apartments.

The Graduate Assistant for Communities helps with responsibilities in the areas of advising, leadership development, supervision, programming and administrative tasks. In particular, the Graduate Assistant for Communities works with the Evans Scholars House, Apartments Programming Council, Honors Program, and other specialty residential communities. 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**

#### ***Evans Scholars***

1. Co-Advise the Evans Scholars House with the Residence Hall Director for University Apartments.
2. Attend Evans Scholars House meetings, executive board meetings, and house events. Provide advising and support through attendance and involvement.
3. Work with the RHD for University Apartments to plan and implement training and development for Evans Scholars members.
4. Co-facilitate the Evans Scholars First Year Experience Seminar with the Residence Hall Director for University Apartments; facilitate 1:1 meeting with first year Evans Scholars.
5. Plan Evans Scholars programs in alignment with the residential curriculum model.
6. Share individual advising responsibilities for officers of the Evans Scholars, in particular house management roles and programming committee.

#### ***Honors Program***

1. Coordinate with the Residence Hall Director for Straz Tower to assist with the Honors Program including working with the Resident Assistants.
2. Provide programming and development in alignment with the residential curriculum model.

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

1. Supervise the Apartments Community Assistant.
2. Meet weekly with Community Assistants (CA).
3. Co-advise the Apartments Programming Council
4. Assist with the selection and training of the CA.
5. Provide assistance to the apartments community for the management of roommate conflicts and apartment-area resident needs.

### **C. Administration**

1. Hold regular office hours, attend weekly meetings with the RHD for University Apartments, and attend weekly Office of Residence Life departmental meetings.
2. Assist with campus outreach and apartment tours for the University Apartments communities.
3. Participate in a campus-wide, on-call duty rotation for residence halls and apartments communities.

### **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 Communities.

#### **A. Professional Staff Selection**

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

#### **B. Professional Development**

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

#### **C. Special Projects**

Assist with projects specific to Residence Life departmental needs.

### **IV. REMUNERATION**

- Credit hours – 4.5 credits per semester (fall and spring)
- Stipend - \$8,000 per semester (fall and spring)
- Fully furnished 1 bedroom apartment (valued at \$9600)
- Meal Plan (valued at \$4200)
- Parking (valued at \$860)