

JOB DESCRIPTION

Department: Housing & Residential Life
Job Title: Graduate Assistant for Residential Engagement
Weekly Hours: 20 Hours/Week
Term: Contract Dates of June 24, 2026 through May 28, 2027

The University of Miami is home to nearly 17,000 undergraduate and graduate students from every state in the nation and 140 nations around the world. The Department of Housing and Residential Life is home to an extensive and diverse residential program featuring seven residential communities. The cornerstone of the residential program is a system of residential colleges that blend the Oxford and Cambridge tradition of live-in faculty with the American commitment to student development and academic success. Residential Colleges range in size from 400-850 students. The University also offers two apartment-style areas housing approximately 800-1100 upper-class students. We strive to fulfill our vision – Student Housing for Student Success.

General Description (Purpose and Function):

Supervised by the Assistant Director of Residential Education, the Graduate Assistant for Residential Engagement will provide support to Housing and Residential Life's engagement initiatives. Primary responsibilities include planning and hosting campus wide events for our residential population, supporting the residential areas and faculty with their regular programming efforts, and authoring our newsletter and overseeing housing's social media accounts. This position has a special focus on first-year student initiatives, like the first-year cup.

The Graduate Assistant provides support to the department while being provided with opportunities to observe and learn as it pertains to their growth in the profession. This position involves significant evening and weekend work.

Primary Duties and Responsibilities:

Residential Education

- Provide programming oversight and support to include program idea generation, managing program planning logistics, staffing and hosting events, day-of program staff management, and post program assessment.
- Coordinate the First-Year Cup, a community building competition for residents residing in the first-year Residential Colleges.
- Develop and distribute weekly or bi-weekly housing newsletter highlighting important updates and upcoming events.
- Oversee housing's social media accounts, creating regular content, engaging with follower base, and helping to maintain the unique identity of each residential area.
- Develop a working relationship with the different stakeholders within the department, including the Engagement team, Programming Assistants, Residential Faculty, residential area staff, Residential Life professional staff, etc.
- Work with campus partners on collaborative programming efforts.
- May be asked to assist with Residential Education assessment processes, such as learning outcomes assessments, Resident Chats, insights survey, fall community feedback survey and spring Benchworks survey.
- Support the engagement purchasing process.

- Assist with departmental student staff training and recruitment efforts.

Administrative:

- Serve on departmental committees where needed.
- Support departmental priorities such as openings, closings, orientation, Pancakes with Pat, etc.
- Attend and participate in various meetings such as one-on-one meetings with supervisors, Residential Life staff meetings, and engagement planning meetings. May occasionally participate in additional meetings, such as senior staff meetings, faculty meetings, and student staff meetings.

Safety, Health, & Behavior Management

- May help with residential student and parent concerns.
- Option to serve as “essential staff” during a hurricane or other campus wide emergency.

Systems Management

- The position utilizes the following software platforms:
 - StarRez
 - Qualtrics
 - SmartSheets
 - ECMS

Knowledge, Skills, and Abilities:

- Skills in maintaining organization of multiple projects, records, and administrative processes.
- Strong skill in written and verbal communication.
- Ability to develop and implement organized systems for tracking deadlines, documentation, and program logistics.
- Ability to communicate with students, customer oriented.
- Ability to collaborate at a high level with campus partners, departments, and stakeholders.
- Must demonstrate ability for independent decision-making, judgement, and discretion in navigating issues and logistics for residential program planning and coordination.
- Must demonstrate strong organizational skills.

Work Schedule:

- Position is required to work 20 hours per week between office hours and evening/weekend programming. Office hours are to be set up with the Assistant Director of Residential Education.
- Graduate Assistant must be available and in-person for student staff training and opening periods from mid-July through August and early to mid-January.
- Preferred contract is June 24, 2026 through May 28, 2027 but dates are negotiable.

Requirements:

- **Essential**
 - Current graduate student
 - Experience with educational programming
 - Passionate about the first-year student experience.
- **Preferred**
 - Current graduate student in college student personnel, higher education, or related field.
 - Experience as an undergraduate housing staff member and working with a diverse student population is desirable.

Remuneration:

- A stipend in the amount of \$20,000 for the academic year, distributed across the employment period.