

JOB DESCRIPTION

Department: Housing & Residential Life
Job Title: Graduate Assistant for Residential Education
Weekly Hours: 20 Hours/Week
Term: Contract Dates of January 1, 2026- 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 eight 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 350-500 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 Education will provide support to Housing and Residential Life's academic and engagement initiatives. Primary responsibilities include the supervision of the First Year Fellow program, engagement planning and oversight, completing research for future academic and engagement initiatives, and crisis response.

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. While office hours will be conducted primarily during business hours, this position involves significant evening work between Monday-Thursdays, and occasional weekends.

Primary Duties and Responsibilities:

FYF Supervision

- Lead and attend various staff meetings on Tuesday evenings, including FYF engagement meetings, and FYF staff meeting. Should your class schedule permit, you are expected to attend Department and Residential Education team meetings on Tuesday afternoons (1:30pm-4pm).
- Conduct regular 1:1s with the FYF team, host regular FYF Lead team meetings, and participate in 1:1s with your supervisor.
- Assist in student development of the FYFs through advising, accountability, and counseling.
- Complete end of semester evaluations for each FYF, including drafting each evaluation and hosting feedback meetings with each FYF.
- Monitor various systems for FYF interactions and success in the role, including but not limited to weekly Navigate interaction reports, New Canes Survey check ins, and the Community Feedback Survey. Follow up with staff as needed.
- Facilitate and/or Assist with all FYF training, including spring, and ongoing training sessions. Spring FYF training takes place in early January.

- Assist with all departmental recruitment efforts. Recruitment begins in September and continues through January. This will include hosting informational sessions, application reviews, conducting interviews, and the selection of staff.

Programming & Collaborations

- Provide programming oversight and support to include presence at events, presence at planning meetings, purchasing, and staff accountability. Events can be hosted by faculty, FYF engagement teams, HRL, or campus partners.
- Support faculty and FYF programming through purchasing supplies, tracking logistics (such as marketing, PO requests, space reservations), and attending programs. This will include the purchasing and coordination of Instacart and Amazon orders, as well as vendor deliveries.
- Work with campus partners on collaborative programming efforts.
- Assist with the oversight of campus partner programming, such as First Year U, Start Strong, and Academic Exploration Week.
- Develop and maintain a supportive working relationship with Residential Life/central office staff members, residential area professional staff, Residential Faculty, Resident Assistants, First Year Fellows, Desk Assistants, HRL Safety & Security, and other HRL staff.
- Provide logistical and staffing support for department initiatives, which may include set up, duration, and clean up of an event.

Safety, Health, & Behavior Management

- Serve in the professional staff on-call duty rotation to provide appropriate crisis response for all on campus residents.
- Assist in helping FYFs identify and navigate escalated student concerns, in accordance with HRL and university policies.
- Maintain confidentiality of student records and information.
- Assist in the resolution of residential student and parent concerns.
- Option to serve as “essential staff” during a hurricane or other campus wide emergency.

Administrative

- Serve on departmental committees where needed.
- Update spreadsheets, trackers, shared files, and other administrative records.
- Be knowledgeable of the budget and practice good stewardship of spending.
- Support departmental priorities such as openings, closings, orientation, training, recruitment, and Finish Strong.
- Attend and participate in various meetings such as one-on-one meetings with supervisors, student staff, staff meetings, faculty meetings, senior staff meetings, engagement planning meetings, and residential life staff meetings.
- Assume additional duties as assigned by supervisor and departmental leadership.

Systems Management

- The position utilizes the following software platforms:
 - StarRez
 - Maxient
 - Qualtrics
 - Navigate

- Onity
- ECMS

Knowledge, Skills, and Abilities

- Skills in assessing, organizing, and prioritizing multiple tasks for projects.
- Strong skill in written and verbal communication.
- 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, judgment, and discretion in responding to problems in residential areas.

Work Schedule

- Position is required to work 20 hours per week between office hours, team meetings, and evening/weekend programming. All hours are to be conducted in person and primarily within the Residential Education office suite.
 - Prior to the start of each semester, the Graduate Assistant and Assistant Director of Residential Education will meet to finalize the Graduate Assistant's regular office hours for the semester. The Graduate Assistant can request an adjustment of their schedule if needed during the semester.
 - 15 hours will be scheduled on a regular basis to be conducted between the hours of 9am-5pm Monday-Friday. Hours should be spread across multiple days and held in person in the Residential Education office suite.
 - Hours should incorporate Department and Team meetings on Tuesdays after 1:30pm, unless there is a class conflict.
 - 5 hours will be used to support evening and weekend meetings and programs. Tuesday evening staff and FYF engagement team meetings must be incorporated into these 5 hours.
 - Attendance and participation are required for Tuesday meetings that take place between 6:30pm-10:00pm each week during the academic year.
 - Additional evening and weekend hours can be approved on a one-week basis to accommodate additional evening programs. Schedules can also be adjusted on a one-week basis to accommodate academic needs. Adjusted schedules are to be requested via email 2 weeks in advance to the Assistant Director of Residential Education.
 - This job does not offer remote work flexibility. Exceptions for a specific date or week in the semester can be granted. Requests must be sent to the Assistant Director of Residential Education.
- The position will serve on call for 1-2 weeks per semester. While on call, the Graduate Assistant is expected to respond 24/7. The Graduate Assistant is also responsible for maintaining a reasonable response time and must remain on campus or in proximity. Although on-call hours do not translate directly to office hours, office hours could be adjusted during duty weeks to accommodate calls received.
 - If academic schedules conflict, the Graduate Assistant may be required to complete their on call week(s) during academic break periods.
- Graduate Assistant must be available and in-person for professional staff training, student staff training and university opening periods in January and at the end of the spring semester. Training will occur January 2-8, 2026. Dates are subject to change depending on the academic calendar.

Performance Expectations

The Graduate Assistant is expected to:

- Maintain the established work schedule and arrive on time for scheduled work commitments.
- Complete assigned responsibilities within established timelines.
- Communicate proactively when a deadline, schedule, access issue, or other barrier may affect completion of assigned work.
- Respond promptly to work-related communication and within established departmental response expectations.
- Ask questions when instructions or expected outcomes are unclear.
- Review completed work for accuracy, completeness, functionality, and professional presentation.
- Exercise appropriate judgment and initiative when completing operational responsibilities.
- Communicate when assigned work has been completed.
- Maintain professional and collaborative relationships with Residential Education staff, Residential Faculty, residential area staff, vendors, and other partners.
- Seek clarification when expectations or priorities are unclear.

Qualifications

- **Academics:** Must maintain current graduate student status. Students with significant daytime academic requirements are not eligible for the position, including students of the Miller School of Medicine.
- **University Standing:** May not be on strict disciplinary probation or final disciplinary probation at time of appointment or any point during employment and must pass a background check issued by the Department of Housing and Residential Life.
- Experience with student advising, educational programming, working with faculty, as an undergraduate housing staff member, and working with a diverse student population is desirable.

Compensation

- Fully furnished studio apartment with kitchenette.
- Meal plan when dining facilities are open during the Spring semester.
- A stipend in the amount of \$5,500, distributed across the employment period.

ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

By signing this document, I understand and agree to the dates of employment as listed, to uphold the responsibilities of the position, and to abide by and enforce the University of Miami and Department of Housing and Residential Life policies. Failure to comply with any of the conditions listed in the Qualifications, Terms of Employment, Position Description, Appointment Tenure, Scheduling & Work Requirements, and Additional Responsibilities may result in dismissal from the position.

Printed Name

Signature

Date
