



JOB DESCRIPTION

Department: Housing & Residential Life
Job Title: Residential Life Graduate Assistant
Weekly Hours: 20 Hours/Week
Term: August 2, 2021 through May 20, 2022

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 Area Director of Pearson Residential College, the Residential Life Graduate Assistant will provide support to the Mahoney and Pearson Residential Colleges. Mahoney and Pearson are each comprised of approximately 750 students residing in suite style and single housing. For the 2021-2022 academic year, Mahoney will house almost entirely first-year students and Pearson will house two floors of first-year students, with the other floors housing students of other class years. Both areas are led by a professional level Area Director and staffed with an Office Supervisor, residential faculty, and student staff Resident Assistants, First Year Fellows, Desk Assistants, and a Programming Assistant. 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. Primary responsibilities will include student conduct, advising college council, programming, COVID-19 support. This position involves significant evening and weekend work.

Primary Duties and Responsibilities:

Safety, Health, & Behavior Management

- In tandem with the Mahoney & Pearson Area Directors, serve as a manager of crisis and conduct matters for the residential areas. Enforces University and Departmental policies and procedures and serves as an investigator/hearing officer for university disciplinary violations.
- Adjudicates student conduct cases and mediates conflict among students, such as roommate conflict.
- Provide support to the department's COVID-19 response, such as logistical support and virtual outreach to students in quarantine or isolation.
- Option to serve as "essential staff" during a hurricane or other campus wide emergency.

Possible Secondary Duties and Responsibilities (to be identified & coordinated with supervisor):

Student Development & Programming

- Serve as the primary adviser of the Mahoney/Pearson Residential Leadership Council (RLC) comprised of volunteer residential students in Mahoney and Pearson Residential Colleges.
- Work with the two Area Directors to co-advise RA engagement teams.
- Provide programming support to include presence at events, presence at planning meetings, and staff accountability.



- Develop a working relationship with residential faculty and work alongside of them in engagement planning.
- Potential to work with campus partners on collaborative programming efforts.
- Maintains visibility and contact with individual students and student groups.
- Assists in student development through advising, counseling, and disciplinary conversations.

Administrative:

- Serves on departmental committees where needed.
- Support departmental priorities such as openings, closings, orientation, training, and Sportsfest.
- Attend and participate in various meetings such as one-on-one meetings with Area Directors, staff meetings, Residential Leadership Council meetings, engagement team meetings, residential life staff meetings, area senior staff meetings, and northeast team meetings.
- Assume additional duties as assigned by supervisor and departmental leadership.

Systems Management

- The position utilizes the following software platforms:
 - StarRez
 - Maxient
 - Qualtrics
 - WhenIWork
 - 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 the residential college.

Requirements (Essential Requirements):

- Current graduate student in college student personnel, higher education, counseling or related field.
- Experience with student advising, educational programming, working with faculty, and working with a diverse student population is desirable.

Remuneration

- Fully furnished two-bedroom apartment.
- Partial meal plan when dining facilities are open during the Fall and Spring semesters.
- A stipend in the amount of \$3,000 for the academic year, distributed across the employment period.

Please direct all inquiries to egreenlee@miami.edu