



JOB DESCRIPTION

Job Family:	Student Services
Job Function:	Housing & Residential Life
Job Title:	Graduate Assistant for Residential Education
Weekly Hours:	20 Hours/Week
Term:	May 21, 2022 through May 19, 2023

The University of Miami is home to nearly 16,000 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 six residential communities. The cornerstone of the residential program is a system of five 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 University Village, an apartment area housing approximately 800 upper-class students and our newly opened Lakeside Village offering suite/apartment style living that house approximately 1100 sophomore and above 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 managing the college council program, engagement planning and oversight, assisting with the supervision of the First Year Fellow Program, 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. This position involves significant evening and weekend work.

Primary Duties and Responsibilities:

Residential Education

- Serve as the primary adviser of the Residential Leadership Council (RLC) comprised of volunteer residential students from across all of residential areas.
- Provide programming oversight and support to include presence at events, presence at planning meetings, and staff accountability.
- Develop a working relationship with residential faculty and support their engagement efforts.
- Provide administrative, advisory and programmatic support to HRL's living and learning communities.
- Work with campus partners on collaborative programming efforts.
- Conduct research to inform current and future residential education initiatives.

Job descriptions are not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, and efforts or working conditions associated with a job. Management reserves the right to revise duties as needed.

- Maintains visibility and contact with individual students and student groups.
- Assists in student development through advising, and counseling.

Safety, Health, & Behavior Management

- Assists in the resolution of residential student and parent concerns.
- Serves in the professional staff on-call duty rotation to provide appropriate crisis response for all on campus residents.
- Option to serve as an investigator/hearing officer for basic level university disciplinary violations in student conduct cases assigned from the residential areas or Dean of Students Office.
- Option to serve as “essential staff” during a hurricane or other campus wide emergency.

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 supervisors, student staff, staff meetings, Residential Leadership Council meetings, faculty meetings, engagement planning meetings, and residential life staff meetings.
- Assume additional duties as assigned by supervisor and departmental leadership.

Systems Management:

- This position utilizes the following software platforms
 - StarRez
 - Maxient
 - Microsoft Office
 - Qualtrics
 - CS Gold
 - Onity
 - Workday
 - When I Work

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.

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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 apartment.
- Meal plan when dining facilities are open during the Fall and Spring semesters.
- A stipend in the amount of \$5,000 for the academic year, distributed across the employment period.

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