



JOB DESCRIPTION

Department: Housing & Residential Life

Job Title: Graduate Assistant for Residential Education

Weekly Hours: 20 Hours/Week

Term: Preferred Contract Dates of July 10, 2023 through May 20, 2024

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 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

- Co-supervise, evaluate and train the First Year Fellow Student Staff
- Serve as the primary adviser of the Residential Leadership Council (RLC) comprised of volunteer residential students from across all residential areas.
- Assist with the oversight of the First Year U program, a collaborative leadership development opportunity involving the Butler Center for Service and Leadership, Residential Faculty, and the First Year Fellow program.
- 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.
- Maintain visibility and contact with individual students and student groups.
- Assist in student development through advising, and counseling.
- Option to assist with departmental student staff training and recruitment efforts.

Safety, Health, & Behavior Management

- Assist in the resolution of residential student and parent concerns.



- Serve 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:

- Serve on departmental committees where needed.
- Support departmental priorities such as openings, closings, orientation, training, recruitment 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

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

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. 12-15 hours per week must be during 8:30am-5:00pm business hours.
- The position will serve on-call for 1-2 weeks per semester. While on call, the Graduate Assistant is 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.
- Graduate Assistant must be available for student staff training and opening periods from late July through August and January.
- Preferred contract is July 10, 2023 through May 20, 2024 but dates are negotiable.

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, as an undergraduate housing staff member and working with a diverse student population is desirable.

Remuneration

- Fully furnished studio apartment with kitchenette.
- 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.