



JOB DESCRIPTION

Department: Housing & Residential Life
Job Title: Graduate Assistant for Student Employment, Training
Weekly Hours: 20 Hours/Week
Term: Contract Dates of May through August

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 Student Staff Recruitment & Training, the Graduate Assistant for student employment will provide support to Housing and Residential Life's student employment and development initiatives. The Graduate Assistant will play a pivotal role in enhancing the residential experience for our students by contributing to training programs and utilizing specialized systems to enrich training efforts of our student employees. 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 Duties and Responsibilities:

Training and Development

- Collaborate closely with the Assistant Director of Housing and Residential Life to design, implement, and evaluate comprehensive training programs for resident assistants (RAs), First Year Fellows (FYFs), Desk Assistants (DAs), Security Assistants (SAs), Programming Assistants (PAs) and other student staff members.
- Leverage your proficiency in different training systems to streamline training logistics and enhance participant engagement.
- Assist in creating engaging training materials, workshops, and resources, fostering personal and professional growth among residential student staff.
- Assist with planning and arrangements for student staff training week events such as the Training Kickoff Lunch/Dinner and All Staff Teambuilder. Including getting quotes for meals and activities and finalizing orders for promotional items and giveaways.
- Maintain relationships with academic departments, campus partners and student organizations to identify potential training collaborations for student staff positions.
- Gathering and managing student staff biographical information that can be used to create student staff profiles to be shared interdepartmental.

Administrative:

- Utilize your expertise in systems like StarRez to maintain accurate records of training sessions, attendance, and assessments.
- Aid in coordinating the scheduling of training sessions to optimize efficiency.
- Analyze training feedback, providing data-driven recommendations for continuous improvement.



- Attend, participate and take notes in various meetings such as one-on-one meetings with supervisor, planning meetings for training, and residential life staff meetings.
- Utilize shared document and ECMS system to input reservations for student staff training events.
- Assume additional duties as assigned by supervisor and departmental leadership.

Professional Development:

- Attend workshops, virtual conferences, and training sessions to enhance your proficiency in specialized systems and stay updated on industry best practices.

Systems Management

- The position utilizes the following software platforms:
 - StarRez
 - Qualtrics
 - ECMS
 - Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
 - OnBase
 - JobX

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 and to connect with diverse individuals.
- 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 events. Office hours are to be set up with the Assistant Director of Student Staff Recruitment & Training. 12-15 hours per week must be during 8:30am-5:00pm business hours.
- Graduate Assistant must be available for student staff training and opening periods from late July through August.
- Preferred contract is May through August, but dates are negotiable.

Requirements (Essential Requirements):

- Bachelor's degree and current graduate student status.
- Current graduate student in human resources, college student personnel, higher education, leadership development or related field preferred.
- Demonstrated experience in an educational or training environment coordinating or developing a program.
- Previous experience in residence life, student affairs, training, or recruitment preferred.

Compensation

- The assistantship contract is for three (3) months, with a \$2,000 per month stipend that will be dispersed monthly throughout the term of the assistantship.
- This position does not include a tuition waiver

*Please note that this job description outlines the general scope of the position, and responsibilities may evolve to meet the needs of the department. *