



JOB DESCRIPTION

Department: Housing & Residential Life
Job Title: Residential Life Graduate Assistant
Weekly Hours: 20 Hours/Week
Term: October 4, 2021, through May 20, 2022

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 houses 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 Area Director of Hecht Residential College, the Residential Life Graduate Assistant will provide support to Hecht Residential College. The GA is a live-in administrative position. The first-year community-style building of approximately 850 residents is led by a professional level Area Director and staffed by 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 staff support, co-advise the Hecht Residential Leadership Council, programming and COVID-19 support. The GA would serve as a member of the senior staff team in the respective residential college, serve on call, and collaborate regularly with the Area Director and the residential faculty. The position involves significant night and weekend work.

Primary Duties and Responsibilities:

Safety, Health, & Behavior Management

- Work with the Hecht Area Director, 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.
- Provide support to the department's COVID-19 response, such as logistical support and virtual outreach to students in quarantine or isolation.
- Receive crisis training and shadow the Residential Life Night Manager(s), Area Director, or Assistant Area Director in order to learn about crisis response in the context of a Residential College.
- Serve in the on-call rotation of duty for on-campus residents during the fall and spring semesters.
- Responds to and manages roommate conflicts and mediations, including basic student and parent follow-up.
- Other opportunities within HRL based on schedule:
 - Responds to and manages roommate conflicts and mediations, including basic student and parent follow-up.
 - Option to serve as “essential staff” during a hurricane or other campus-wide emergency.
 - Adjudicate student conduct cases and mediates conflict among students, such as roommate conflict.

Student Development & Programming

- Lead the engagement model and initiatives for Hecht Residential College. Oversee the Hecht Residential College programming tracker data collection, assessment and work with the Area Director on programming budgets.
- Attend and support events, present at planning meetings, and staff accountability.
- Co-supervises resident assistants and ensures resident engagement efforts outcomes are met.



- Project management, creativity, and budget oversight in resident engagement model programs with student staff.
- Supervise the Hecht Programming Assistant (PA) weekly job responsibilities, hold weekly 1:1s with the PA and work in tandem with the PA on RA Engagement Teams, and with Faculty
- Develop a working relationship with residential faculty and work alongside them in engagement planning.
- 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.
- Collaborates with Residential Faculty, Faculty Fellows, First Year Fellows (FYF), the FYF Supervisor, other Residential Colleges, and campus partners.
- Other opportunities within HRL based on schedule:
 - Shadow and attend meetings as assigned by the Associate Director of Residential Life or Assistant Directors of Residential Life

Administrative

- Serves on departmental committees where needed.
- Assume additional duties as assigned by supervisor and departmental leadership.
- Assist in desk operations
- 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, engagement team meetings, residential life staff meetings, area senior staff meetings, and southwest team meetings.
 - Primary Meetings:
 - 1:1 with Hecht Area Director
 - Hecht Staff Meetings weekly on Tuesday 8:00pm
 - Senior Staff Meetings weekly on Mondays 3:30pm-4:30pm
 - Hecht Programs and 1:1 programming meeting
 - Other Meetings based on schedule:
 - Southwest Team Staff Meetings Wednesdays 1:30-2:30pm
 - ResLife Meetings bi-weekly Thursday 2:00-3:00pm

Systems Management

- The position utilizes the following software platforms:
 - StarRez
 - Maxient
 - Qualtrics
 - WhenIWork
 - Onity
 - CS Gold
 - Microsoft Teams
 - Workday

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 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. The stipend will be prorated based on the start date.

Please direct all inquiries to srfrese@miami.edu.