



## **JOB DESCRIPTION**

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

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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 participating in recruitment 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:**

#### **Recruitment Support**

- Contribute to the planning and execution of housing recruitment events, leveraging your knowledge of systems like Qualtrics and StarRez to manage event attendance and feedback. Events may include but are not limited to: Information sessions, HRL Employment fair, RA & FYF Candidate social, and RA & FYF group interviews.
- Maintain relationships with academic departments, campus partners and student organizations to identify potential candidates for student staff positions.
- Attend and table at campus events such as commuter student and first year student orientations, to engage with prospective students and families, highlighting the advantages of working within the university's vibrant residential community.
- Assist with updating job postings on university student employment platforms such as JobX and Handshake.
- Assist with designing marketing materials and updating the Student Employment website.

#### **Development Support**

- Assist in creating engaging training materials, workshops, and resources, fostering personal and professional growth among residential student staff.
- Maintain visibility and contact with individual students and student groups.

#### **Administrative Support**

- Daily management of student staff selection email inbox.
- Aid in coordinating the scheduling of recruitment events, and interviews, optimizing efficiency.
- Utilize ECMS system to input reservations for student staff recruitment, and development events.
- Analyze recruitment metrics and feedback, providing data-driven recommendations for continuous improvement.
- Attend, participate and take notes in various meetings such as one-on-one meetings with



supervisor, student staff council meetings, planning meetings for recruitment, and residential life staff meetings.

- Actively participate in departmental meetings, contributing insights and supporting colleagues as needed.
- 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 opening periods from late July through August and January.
- Preferred contract is July through May but dates are negotiable. May be renewed annually.

#### **Requirements (Essential Requirements):**

- Bachelor's degree and current graduate student status.
- Current graduate student in human resources, college student personnel, higher education 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 ten (10) months, with a \$1,800 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. \*