

## Graduate Assistant Job Overview & Description

**Student Housing and Residence Life:** The Director for Residence Life leads Residence Life team comprised of an Assistant Director of Residence Life, six Residential Life Coordinators, and two Graduate Assistants. The Resident Assistant (RA) staff is comprised of 90 enthusiastic student leaders.

**Position Overview:** The Graduate Assistant assists in the leadership and overall management of a residence hall housing approximately 700 students. They are part-time professional staff members enrolled in a graduate program who oversee the development of RAs and provide assistance in carrying out the duties of the Residence Life Coordinators (RLCs). This is a live-in position, which involves a level of accessibility and accountability to all students and staff. The GA is responsible for fostering a responsible, inclusive community; providing intentional, development-based supervision; utilizing sound fiscal management and business practices; as well as ensuring a safe, comfortable living environment for students.

### Position Requirements

- Registered for a minimum of 9 graduate-level hours for fall and spring terms.
- Must commit to entire academic year of service (fall and spring terms).
- Must be in good conduct standing with the University.
- Be on campus approximately one month prior to opening for professional staff training and attend all student staff trainings, activities and meetings as scheduled, such as Fall training, Spring training, and participating in staff selection process.
- Work Admissions and Student Housing and Residence Life related events as determined by the Assistant Director of Residence Life.
- Agree to not have any other employment (on or off campus) without permission of the Residence Life Coordinator and Assistant Director of Residence Life.
- Be able to attend weekly staff meeting as deemed necessary by the Residence Life Coordinator.
- Be visible and accessible for Resident Assistants, Desk Assistants and other Professional Staff members.
- Effectively manage and/or assist with emergency situations as needed.
- Live in the apartment assigned to them while employed by Student Housing and Residence Life.

### Position Responsibilities

- Assist the Residence Life Coordinator in the completion of his/her responsibilities.
- Adjudicate first, second and third guest visitation policy violations utilizing the Maxient Software System
- Maintain all electronic forms, calendars, photos, events, and other features housed on BSync operating system and update when necessary.
- Serve in an emergency response on call rotation with Residence Life Coordinators.
- Support Resident Assistant and Hall Council programming.
- Assist in the coordination of desk and on call scheduling for both the traditional and holiday schedules.
- Assist with the formal opening (July and August) and closing (April and May) of the Residence Hall.
- Other duties as assigned

### Professionalism & Ethics

- Be a productive and positive member of the Residence Life team.
- Abide by, educate residents about, and enforce all University regulations, policies and procedures. Comply with policies in most current Residence Life Handbook, GA Job Description, and expectations from the Residence Life Coordinator.
- Keeps an open line of communication with the Residence Life Coordinator concerning resident and staff issues and concerns.
- Encourage academic success by exhibiting responsible study habits and class attendance.
- Refrain from gossip, complaining, and negative comments about residents, the GA position, Student Housing and Residence Life, and other staff members.
- Make an effort to promote staff unity and harmony with all University staff members.
- Act as a positive role model for fellow staff members and residents by not participating in questionable or unethical behavior.

### Remuneration

- Start Date: July 2, 2018 *\*Must be fully admitted to UAB's graduate school and enrolled in a graduate course of study by start date.*
- Assigned apartment with utilities including basic cable television and wireless internet services
- Meal plan for the fall and spring terms.
- Bi-weekly pay to be determined at the time of employment.
- Full Tuition up to 27 hours for the academic year.

### How to apply:

If interested in applying, please email a cover letter, resume, and 3-5 professional references to [shrlrecruitment@uab.edu](mailto:shrlrecruitment@uab.edu) addressing Brian Johnson, Director of Residence Life, by **March 23, 2018**.

### For Additional Contact Information

Brian Johnson  
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