

STUDENT HOUSING & RESIDENCE LIFE

Graduate Assistant for Leadership Programs Job Overview & Description

Position Overview

The Graduate Assistant for Leadership Programs is a unique part-time professional position whose primary responsibilities includes oversight of the Peer Wellness Ambassador (PWA) program within Student Housing and Residence Life, and co-advising the Residence Hall Association (RHA). The GA for Leadership Programs works to enhance the overall well-being of UAB first-year residential communities by assisting students in locating the proper resources to address any health and wellness concerns including but not limited to; substance abuse, sexual health choices, managing stress, and building resilience. The GA will collaborate with UAB Wellness Promotion staff to develop, implement, and evaluate health promotion programs and activities on these and other health & wellness topics. In addition, the Graduate Assistant has an integral support role to the RHA Executive board members; guiding RHA in developing best practices and financial policies; developing training for Executive Board Members. The Graduate Assistant for Leadership Programs reports directly to the Assistant Director of Residence Life, who serves as the primary professional staff advisor to RHA.

Position Responsibilities

Primary Responsibilities for Wellness Programming:

- Assist in the recruitment, selection, training, and evaluation 10-16 Peer Wellness Ambassadors. Provide on-going training and development opportunities for staff and coordinate special projects.
- Provide oversight to the planning and implementation of monthly residence hall events related to the promotion of wellness.
- Assist in the development and dissemination of health communication materials, including using social media to publicize Health & Wellness events and distribute wellness information.
- Foster collaboration with campus and Birmingham-city resources to identify and create opportunities for educating students about health and wellness.
- Conduct process and outcome evaluations/assessments on health and wellness programs and risk reduction strategies.

Primary Responsibilities with Residence Hall Association:

- Co-advise the Residence Hall Association (RHA) to support them in the development of their core values of leadership and recognition.
- Attend RHA Executive Board and general council meetings.
- Recruit, provide training, and evaluate the officers for RHA
- Assist in the design of creative and effective training programs that assist student leaders to further understand their job role and responsibility.
- Collaborate with the Assistant Director of Residence Life to train staff and student leaders on accounting practices for RHA funds including supervising, monitoring and analyzing and tracking expenditures.
- Accompany student delegations to state, regional, regional business, and national conferences.

Departmental Requirements

- Serve in an emergency response on call rotation.
- Serve on a departmental committee.

- Support Hall Council programming.
- Assist with the formal opening (July and August) and closing (April and May) of the Residence Hall.

Position Responsibilities

- 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.
- Agree to not have any other employment (on or off campus) without permission of the Assistant Director of Residence Life.
- Be able to attend weekly staff meeting as deemed necessary by the Assistant Director of Residence Life.
- Be visible and accessible for Peer Wellness Ambassador and Residence Hall Association 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.

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. Please note that online course fees are not covered by the department.

Additional Benefits:

- Live-In Pet Policy

How to apply:

If interested in applying, please email a cover letter, resume, and 3-5 professional references to shrlrecruitment@uab.edu addressing Brian Johnson, Director of Residence Life.

For Additional Contact Information

Brian Johnson
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 Student Housing and Residence Life
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 Office: 205.996.0400
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