



STUDENT HOUSING & RESIDENCE LIFE

The University of Alabama at Birmingham

Graduate Assistant for Leadership Programs
Job Overview & Description

Position Overview

The Graduate Assistant position 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 oversees the development of RAs and assists in carrying out the Residence Life Coordinators (RLCs). This is a live-in position, which involves 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, and ensuring a safe, comfortable living environment for students.

Position Responsibilities

Primary Responsibilities for Wellness Programming:

- Assist in the recruitment, selection, training, and evaluation of 10-16 Peer Wellness Ambassadors. Provide on-going training and development opportunities for staff and coordinate special projects (as needed)
- Provide oversight to the planning and implementation of monthly residence hall events related to the promotion of wellness
- Assist in developing and disseminating 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 developing 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 practical training programs that assist student leaders to understand their job role and responsibility further
- 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 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 residence halls

Position Responsibilities

- Register for a minimum of 9 graduate-level hours for fall and spring terms in a program conducive to regular office hours and a high volume of student contact
- Must commit to the entire academic year of service (fall and spring terms)
- Must be in good conduct standing with the University
- Arrive on campus approximately one month before opening for professional staff training and attend all student staff training, activities, and meetings as scheduled, such as Fall training, Spring training, and participating in the staff selection process

- Agree not to have any other employment (on or off campus) without permission of the Assistant Director of Residence Life
- Be able to attend weekly staff meetings as deemed necessary by the Assistant Director of Residence Life
- Be able to work some nights and weekends to support student programming efforts and organizational meetings
- Be visible and accessible for Peer Wellness Ambassador and Residence Hall Association members
- Effectively manage and assist with emergencies as needed
- Live in the apartment assigned to them while employed by Student Housing and Residence Life
- Other duties as assigned

Remuneration

- Start Date: July 19, 2021; *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
- Actual tuition up to 27 hours for the academic year; please note that the department does not cover associated fees

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 Trevor Sutton, Assistant Director for Residence Education. The priority deadline to apply is February 15, 2021. Preference is given to those enrolled in the Higher Education Administration program. Within your cover letter, candidates should explain how the position aligns with their professional and personal goals. If applying for multiple positions, please submit one cover letter, and resume.

For Additional Contact Information

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 Student Housing and Residence Life
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