



STUDENT HOUSING & RESIDENCE LIFE

The University of Alabama at Birmingham

Graduate Assistant for Residence Life
Job Overview & Description

Position Overview

The Graduate Assistant position assists in the leadership and overall management of a residence hall housing approximately 700 students. GA's 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 live-in position 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 Requirements

- Registered for a minimum of 9 graduate-level hours for fall and spring terms
- Must commit to the entire academic year of service (fall and spring terms)
- Must be in good conduct standing with the university
- Be 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
- 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 meetings 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 assist with emergencies as needed
- Live in the apartment assigned to them while employed by Student Housing and Residence Life

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

- Assist the Residence Life Coordinator with the completion of 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 Engage 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

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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