Position Overview
The graduate assistantship with the Division of Student Affairs is a half-time (twenty hours per week) position designed to provide an educational experience in college administration and student personnel. The graduate assistant will serve in the Division of Student Affairs with specific emphasis in the area of Residence Life. The graduate assistant will be responsible for providing leadership and assisting staff and students. Initiatives with students focus on personal well-being, learning, multicultural competence, personal integrity and civic responsibility. Additionally, the graduate assistant will share responsibility for the management of residence hall operations during on-call hours.

Responsibilities
The primary responsibility of the graduate assistant is to support the Director of Residence Life in the planning, implementation and evaluation of a comprehensive community and student development program for a residence hall population of approximately 234 students. The graduate assistant will assist in advising resident assistants to increase their skill level in their job functions, assist in supervision and training, student organization advising and group development, student contact and individual student development, and administrative and departmental responsibilities. The graduate assistant will develop an Activity Plan with the Director of Residence Life to specify the needs of the department as well as the goals of the graduate assistant. Additionally, the graduate assistant will assist in other areas of Student Affairs as appropriate, including a possible second assignment for four hours per week (of the required twenty hours). Roles and functions of the position may be subject to change.

Roles and Functions

Supervision and Training
- Assist in supervising the resident assistant staff in their responsibilities through regular staff meetings, performance evaluations, etc.
- Plan and implement sections of resident assistant training.
- Responsible for staff development initiatives.
- Advise and supervise development, planning, and assessment of community programming.
- Develop and maintain formal/informal contact with student leaders to assist with job/personal concerns.
- Supervise the student workers and functionality of the Caroline Hall front desk.

Student Organization Advising and Group Development
- Advise student groups/organizations, including Caroline Hall Council (CHC).
- Assist in planning and facilitating student leader training for student groups/organizations each semester, including CHC executive board members.
- Guide student leaders in the development, planning, assessment, and implementation of community programming and hall governance.
- Attend student and campus committee meetings and activities as assigned, which may include evening and weekend hours.

Individual Student Development and Student Contact
- Develop relationships with students living on floors in the residence halls.
- Attend hall functions and programming events.
- Work with resident assistants to assist students experiencing academic challenges and personal concerns by making referrals as appropriate.
Educate students through the development and implementation of programs and activities.
Address inappropriate student behavior and assist students in changing behaviors through the educational discipline process and making appropriate decisions.

**Administrative Functions**
- Provide on call duty coverage for the residence hall as assigned, sharing coverage rotation with other professional staff members.
- Respond to emergencies on a 24-hour basis.
- Provide students with information regarding university and community resources.
- Maintain liaisons with resources and other units, including academic and student affairs departments.
- Maintain established office hours for the Department of Residence Life.

**Departmental Responsibilities**
- Assist in the recruitment and selection of resident assistants.
- Assist in promotion and advertising of Residence Life information and events through social media, electronic communication, and print media.
- Participate in campus activities as appropriate including training, student registration and orientation, committees, task groups, interviews, etc.
- Attend departmental activities as appropriate including training, meetings, etc.

**Supervision**
The graduate assistant reports to the Director of Residence Life. Office hours and frequent contact is expected.

**Conditions of Employment**
- An appointment is contingent upon a completed bachelor’s degree and acceptance into a degree-granting graduate program.
- Graduates assistants must maintain a full-time graduate student status per semester. Exceptions are made by the academic department.
- A minimum 3.0 grade point average must be maintained during the period of employment.
- Graduate assistants must be in good financial standing with the University.
- Due to the formal and informal demands of the position, involvement in other activities which require sizeable time commitments (volunteer work, other employment, significant class loads, etc.) are permitted only with written advance authorization from the Director of Residence Life.

**Remuneration**
The graduate assistant position is a nine-month live-in positions with the option of twelve-month employment. This position is a 20 hour per week minimum commitment. As appropriate, additional hours may be required for high need weeks, and will be mutually decided on by both the graduate assistant the supervisor. Remuneration includes a furnished residence hall suite, a monthly stipend, and meal plan when the University is in session.

Hours for the position may also be accumulated as supervised time for academic practicum, internships, or certification protocols (dependent on academic department).

**Application Process**
To apply, all applicants should send their resume and cover letter to the Director of Residence Life via the contact information below.

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Contact Information:
Erich Zeimantz
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