

**Madonna University**  
**Residence Life Graduate Assistant Job Description**  
**Programming Collateral**

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**DEPARTMENT:** Residence Life

**AREA:** Student Affairs

**LOCATION:** Residence Halls

**SUPERVISOR:** Director of Campus Engagement

**SUMMARY:** The Graduate Assistant (GA) position is a 12-month required live-on position. The GA is a student staff member of the Office of Residence Life within the Division of Student Affairs at Madonna University. GAs are members of a team who assist the Director of Campus Engagement and Residence Life Manager with developing an environment that supports the academic mission of Madonna University. GAs are charged with assisting in residential programming, staff training, and staff selection.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following. Other duties may be assigned.

**Supervisor/ Advisor:**

- Organize and complete Resident Assistant (RA) on-duty/on-call schedule in conjunction with the other Office of Residence Life staff members.
- Assist in the supervision and advisement of RAs.
- Respond to all emergencies while serving in the on-duty rotation.
- Provide training and development to RAs and other Office of Residence Life staff members in peer mediation strategies.
- Supervise administrative tasks in the residence halls.

**Community Building:**

- Indirectly supervise RAs.
  - Meet with RAs on a regular basis to ensure programming, bulletin board and door dec requirements are met each month.
  - Coordinates with Professional Staff to maintain the standard set for RAs and create active correction plans if necessary.
- Work with student staff to create a living learning community that promotes academic growth, personal responsibility and community accountability through activities, meetings, programs, and intentional one-on-one conversations.

- Encourage leadership development through residents' participation in campus groups, organizations, activities, and programs.
- Work cooperatively with student staff to ensure an environment on the floor or building area that displays respect for the rights and privacy of others and promotes consideration of individual needs in a group living environment.
- Oversee the organization and development of programs, specifically for residential students, according to the Programming Model.
  - Demonstrate appreciation of differences and assist student staff in developing an understanding of diverse cultures and lifestyles through programs across campus. Respect and treat all individuals fairly and equitably by being open and understanding of diversity issues, specifically as they relate to culture, ethnicity, sexual orientation and other areas.
  - Implement the Madonna University Values, Academic Pillars, and Wellness Wheel Programming Model promoting social, educational, and informational activities and opportunities as determined in the programming model. This plan includes interactive, active, and passive methods.
  - Build, train, and manage the team of RAs and RA Admins ensuring enthusiasm, high energy, professionalism, punctuality, and consistent character with Madonna's Felician Franciscan values.
- Provide guidance and support as a role model for appropriate behaviors academically and otherwise.
- Fully utilize co-curricular tracking software for promoting events, tracking attendance, and evaluating events (such as photos) that will be submitted quarterly to the Director of Campus Engagement.

**Resource and Referral Agent:**

- Be available to student staff and residents as a resource, providing information regarding University activities and events through individual contact and posting signs and announcements.
- Provide support for University mediation procedures in staff conflicts through facilitation of meetings and referring staff as appropriate.
- Demonstrate a working knowledge of campus agencies, their services and functions, in order to provide academic and personal support.

- Act as a source of conflict resolution for student staff and residents.

**Policy Enforcement:**

- Know, communicate, enforce, and abide by existing University and Residence Hall policies and procedures.
- Know and implement all administrative, emergency, and operational procedures.
- Know Madonna University and Residence Hall resources and make appropriate referrals.
- Keep the Director of Residence Life or designee informed about all problems and concerns within the residence halls.
- Maintain appropriate confidentiality while working in coordination with professional and/or student staff.
- Serve in on-call rotation in conjunction with student staff and other GA. Address policy violations or emergencies as needed.

**Administrative:**

- Complete all assigned administrative tasks in a timely and accurate manner.
- Ensure the delivery of crucial information and materials to residents from the Office of Residence Life.
- Assist the Facilities Management staff in identifying facilities in needs of repair or attention.
- Actively participate in the Resident Assistant selection process for the hall staff for the next academic year.
- Graduate Assistant must work 15-20 hours per week in the Residence Life Office.
- Complete special projects and/or duties as directed by the Director of Residence Life or designee.

**Training and Development:**

- GAs must actively participate in student staff training, which begins on the two weeks prior to move-in day. In addition, they are expected to facilitate training sessions during fall training and throughout the academic semester.

- All Graduate Assistants must attend staff meetings and training dates as required by Office of Residence Life.

**Academic Requirements:**

- Must have a cumulative GPA of 3.0 or above, and must maintain a GPA of 3.0 per semester while employed as a GA.
- Must be enrolled as a graduate student at Madonna University throughout employment as a GA.
- Must not currently be on disciplinary probation under the terms of the Student Code of Conduct, nor have a civil judicial record.

**Time Commitments:**

- This position is approximately 15-20 hours/week, with some of these hours being in the evenings and weekends.
- Graduate Assistants must participate in the residence hall move-in and move-out process.
- Graduate Assistants must participate in an emergency “on call” rotation in the Residence Hall.
- Graduate Assistants must meet weekly with the Residence Life Coordinator as a part of their 20 hours/week. In addition, they must attend staff meetings.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Undergraduate degree; past experience in Residence Life, Housing or related area; or equivalent combination of education and experience.

**OTHER SKILLS AND ABILITIES:** Computer knowledge using word processing (Microsoft Word preferred), e-mail, spreadsheets, typing skills, strong organization skills, excellent communication skills, both written and verbal.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMPENSATION:** Graduate Assistants for this position will receive a waiver of an apartment style room, meal plan, 18 s.h. of tuition waiver (which includes textbooks/course materials), parking pass, and an hourly wage of \$12.48 (current state minimum wage).