

**Housing and Residence Life  
Conduct and CARE  
Graduate Assistantship**

**Position Description**

The Graduate Assistant for Residential Student Conduct and Care is a half-time position in the Housing and Residence Life department. This position will assist Residence Life Coordinator for Conduct and CARE in the day to day operations of this functional area. This will include providing support on Restorative Justice practices and collaborating with the living center staff.

This role connects the academic experience by applying classroom theoretical and research practices to student interactions that consist of advising, counseling, conflict mediation, supervision, training, evaluation and assessment processes. Graduate Assistants report directly to a full time, master's level professional staff member.

**Responsibilities**

- Student Support
  - Serve as a resource person for students involved in residential student conduct process or care follow up
  - Facilitate student conduct meetings using residential student conduct process
  - Assist living center staff with responding to communities and students in crisis
- Administrative
  - Assist in the daily operations of conduct in HRL including monitoring cases in Advocate, working with the living center director staff on processing cases and determining restorative measures
  - Assists RLC in reviewing conduct records ensuring reports meet established guidelines and initiates corrective action as necessary
  - Assists RLC in compiling data and submitting regular reports regarding housing conduct process
  - Assist in maintaining the conduct database and develops additional resources as necessary
  - Provide clerical support with residential student conduct and care
- University Involvement
  - Meetings regularly with student behavior partners including GVPD, Office of Student Conduct, Care Manager, Counseling Center, Center for Women and Gender Equity, Alcohol and Other Drugs Services
- Training
  - Facilitate student conduct and crisis response training for Resident Assistant, and Living Center Director Staff.
  - In conjunction with the Residence Life Coordinator for Conduct and Care conduct regular training and updates on Advocate (software/database) and Residential Student Conduct Process to Housing and Residence Life Staff.
  - Educate and train others on the Restorative Justice model
- Record Keeping and Policy/Procedure Management
  - Assist in the updating and management of Housing and Residence Life Community Living Standards.
  - Assist in the management and updating of Housing and Residence Life staff crisis response manuals.

- Housing and Residence Life Department Functions
  - Support university, division, and department mission, vision, and values
  - Serve on the residential crisis response team
  - Serve on departmental work team
  - Assist in recruitment, selection, training, and assessment of student, graduate, and professional staff
  - Other duties as assigned

## **Qualifications**

**Education Requirements:** BA/BS required & acceptance to the GVSU Master of Education Program with an emphasis in College Student Affairs Leadership.

**Core Competencies:** Individuals should demonstrate critical thinking skills and the ability to balance personal, academic, and work life in a healthy fashion.

**Knowledge, Skills, Abilities, and Attitudes:** Ability to handle multiple tasks, work on an individual level and in a team setting and demonstrate excellent communication skills.

## **Work Environment**

Graduate Assistants will work within a functional area of Housing and Residence Life. Each GA has an assigned office space, with computer and office phone provided. Job tasks will include working in assigned office space, in addition to working within their larger assigned community and the GVSU residential system across Allendale and Grand Rapids downtown Pew Campus.

## **Professional Competencies/Learning Outcomes**

GAs have the opportunity to develop and gain skills in the competency areas of administration, advising, counseling, consultation, assessment, communication, diversity/inclusion, ethics, leadership, research, sustainability, technology, theoretical foundations, and transitions/wellness.

## **Supervision**

GAs are supervised by full-time, master-level professional staff. The department has a standard evaluation process for GAs that utilizes their Professional Development Competency Planning Guide to identify areas of experience and opportunities for growth. Supervisors will have regular 1:1s with GAs supervisees, to provide formal feedback.

## **Terms of Appointment**

The position will work 20 hours per week from Monday, August 2, 2021 through Saturday, May 7, 2022. Due to the varied schedule of university housing throughout the academic year, if additional hours are needed a specific week, a schedule adjustment will be made with supervisory staff. Staff will be compensated \$8,080 stipend/9+ month, tuition waiver of 21 credits per year, receive housing and a meal plan.

## **Institutional Overview**

Grand Valley is a comprehensive, public, 4 year institution committed to offering a liberal education. GVSU is located in Allendale, Michigan, with two residential campuses in Allendale and Grand Rapids (located 12 miles apart). Approximately 25,000 students are enrolled with 6,000 on campus beds.

**Contact Information**

Name & Title: Suzy Herman, Residence Life Coordinator

Department: Housing and Residence Life

Address: 1 Campus Drive, Allendale MI 49401

Phone: 616-331-2120

Email: [hermasuz@gvsu.edu](mailto:hermasuz@gvsu.edu)

**Application Process:**

Please apply for this position through the Housing and Residence Life Employment, under Graduate Assistantships. <https://www.gvsu.edu/housing/employment/>