

**Housing and Residence Life**  
**External Student Engagement (Large Programming and RHA)**  
**Graduate Assistantship**

**Position Description**

The External Student Engagement Graduate assistantship is a half-time position in the Housing and Residence Life department. The position will provide support in implementing large scale housing programs and events, particularly ones that collaborate with campus partners. This position will also co-advise the Residence Housing Association and support their initiatives.

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 Engagement and Support
  - Collaborate in the creation and implementation of a Community Development Plan, which includes mission statements, learning outcomes, goals, programming calendars, and assessment
  - Assist with planning and implementation of large scale programming within HRL, including welcome week programming, Homecoming, Family Weekend, and Kids N Sibs Weekend
  - Serve as a liaison for campus partner initiatives such as the Teach In, MLK Week of Remembrance, and Student Scholars Day
  - Co-Advise Residence Housing Association by providing leadership and support to the executive board
  - Support Resident Assistant programming and engagement by facilitating training and creating resources
- Administrative
  - Oversee large department programming assessment for the department, including the ongoing assessment of the events and annual report
- University Involvement
  - Serve as point of contact for campus partners for collaboration opportunities, including Student Life, Campus Recreation and Wellness
  - Participate in university, division, and department student retention and persistence efforts
- Housing and Residence Life Department Functions
  - Serve on the HRL Student Engagement and Residence Education work team
  - Support university, division, and department mission, vision, and values
  - Assist in recruitment, selection, training, and assessment of student, graduate, and professional staff
  - Serve on residential crisis response team
  - Facilitate low level student conduct meetings using residential student conduct process
  - 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/>