



**Housing and Residence Life  
Assistant Living Center Director  
Graduate Assistantship**

**Job Description:**

Assistant Living Center Directors (ALCDs) are half-time, graduate assistant positions responsible for sharing and/or providing the administrative leadership of a residential area housing 200 to 900 students. The assistantship position connects the academic experience by applying classroom theoretical and research practices to daily 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.

It is the goal of the Department of Housing and Residence Life to hire staff that is committed to increasing their knowledge, experience, appreciation, and respect for cultures, issues, and local, regional and global communities. We strive to develop a community that facilitates interaction among students, faculty and staff of diverse traditions, abilities, sexual orientations, religious and spiritual convictions, socio-economic status, and racial and ethnic origins. We strongly encourage applications from individuals who are committed to the ongoing development of intercultural understanding and awareness.

**Responsibilities:**

- Support university, division, and department mission, vision, and values
- Participate in university, division, and department student retention and persistence activities including MySuccess Check, etc.
- Participate in university, division, and department initiatives
- Teach and apply classroom theoretical and research practices to student interactions and administration
- Collaborate in the creation and implementation of a Community Development Plan, which includes mission statements, learning outcomes, goals, programming calendars, and assessment
- Assist in recruitment, selection, training, and assessment of student, graduate, and professional staff
- Manage and supervise a community front desk that provides customer service to residential students
- Supervise student staff including Desk and Resident Assistants
- Assist in occupancy and facility management
- Provide residential education and student development utilizing mediation, conflict resolution, Restorative Justice, and appropriate referrals
- Serve on residential crisis response team
- Implement department and campus initiatives through meeting and committee involvement

**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 work as Assistant Living Center Directors (ALCD) within an assigned community. Each ALCD 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**

ALCDs 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**

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

**Terms of Appointment:**

The position will work 20 hours per week from August 2, 2021 through May 2, 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 \$7,896 stipend/9+ month, tuition waiver of 21 credits per year, housing and 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:**

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**Application Process:**

For more information on the College of Student Affairs and Leadership master's program and application process visit <http://www.gvsu.edu/csal/>.