

GRAND VALLEY STATE UNIVERSITY  
**Housing and Residence Life**  
College Student Affairs Leadership (CSAL)  
Graduate Assistant

**Job Description:**

The Housing and Residence Life Graduate assistantship is a half-time position in the Housing and Residence Life department. The position will focus on supporting various aspects of Residence Life responsibilities such as conduct, resident engagement and programming, crisis response, and student staff support. All HRL Graduate Assistants will have an ancillary focus area to be determined once staff is hired. 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
  - o Assist with planning and implementation of large scale and smaller scale student engagement within HRL.
  - o Support Resident Assistant programming and engagement by facilitating training and creating resources
  - o Support ongoing residential support including mySuccessCheck, CARE outreach, and other initiatives
- Administrative
  - o Assist with Housing and Residence Life assessment needs
  - o Participate in department wide occupancy and marketing initiatives
  - o Assist in facilities management needs for the on-campus community
- University Involvement
  - o Participate in university, division, and department student retention and persistence efforts
- Conduct
  - o Understand and implement a Restorative Justice model to conduct cases
  - o Facilitate low level student conduct meetings using residential student conduct process
- Housing and Residence Life Department Functions
  - o Support university, division, and department mission, vision, and values
  - o Assist in recruitment, selection, training, and assessment of student, graduate, and professional staff
  - o Implement campus and departmental initiatives through committee and meeting involvement

- o Serve on residential crisis response team
- o Other duties as assigned

### **Expectations:**

- ***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.

### **Qualifications:**

Education Requirements: BA/BS required & acceptance to the GVSU Master of Education Program.

### **Work Environment:**

Graduate Assistants will work within a functional area of Housing and Residence Life. Each GA has an assigned office space, with a 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.

### **Expected learning outcomes/professional competencies:**

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/Collaboration with organization:**

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.

### **Additional Information:**

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.

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.

**Terms of appointment:**

The position will work 20 hours per week for 10 months. This position is open to full-time graduate students in the Adult & Higher Education and/or College Student Affairs Leadership (CSAL) programs.

A tuition waiver covers **21 graduate credit hours per academic year** and includes a stipend of \$8,080, housing, and a meal plan. This assistantship will begin Fall 2022 semester and will conclude Winter 2023.

**Contact Information:**

Suzy Herman, Residence Life Coordinator

Housing and Residence Life

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