

# Department of Residence Life: Graduate Assistant

## Position Description

*The role of the Graduate Assistant in the Department of Residence Life is to enrich the graduate student's learning experience as a working professional at SUNY New Paltz, and to work to advertise and advocate for the Graduate School through various methods of outreach and participation. This student will work in various capacities with our residence hall staffs, and will develop and implement a number of larger scale campus initiative and programs.*

### Graduate Assistant Responsibilities

- Assist Residence Life professional staff within the various teams of the department (Student Engagement, Student Conduct and Safety, Programming, Leadership Development, Facilities and Operations Management, and Training and Staff Development) on a variety of administrative and research based tasks
- Serve as a joint supervisor for First-Year Interns through the First-Year Internship Program
- Support front office staff with callers and walk-in visitors to gain an understanding of the types of questions and support needed for our on-campus population, concerned parents and family members, and prospective students
- Assist in the development and implementation of assessment tools for the Department of Residence Life
- Develop and present workshops within the fourteen residence hall communities
- Develop opportunities to work with the Graduate School and advertise their programs in the Residence Life community

### Sample Administrative tasks

- Work with the Residence Life professional staff to create a department calendar of events and provide biweekly updates to professional and student staff
- Work with the Housing Coordinator to learn and operate Banner, the campus student record system, and Argos, the campus report writing software
- Assist with the implementation of an electronic Health & Safety violation notification system

### Sample Research tasks

- Work with Residence Life professional staff to explore grant writing opportunities in conjunction with the office of Sponsored Programs
- Research and establish departmental social media platforms for marketing and promotion of events and services
- Work with Residence Life professional staff to create an exit survey tool for Residence Life paraprofessional staff that can be used to measure the level of interest in a Higher Education/Student Affairs graduate program at New Paltz
- Attend campus trainings to learn & utilize Qualtrics, a web-based survey software
- Work with the Programming team in conjunction with the Career Resource Center and the Center for Student Success to explore a peer mentor program connected to career exploration
- Work with the Programming team in conjunction with Student Development and the Health Center staff to explore a peer mentor program connected to health education

### Sample Presentations

- Work with Residence Life professional staff to promote and further develop our residential Living Learning communities
- Work with Residence Life professional staff in conjunction with the Graduate School to promote graduate opportunities at SUNY New Paltz

- Work with the Housing Coordinator in conjunction with the Center for International Programs to provide our International students residing on campus with a smooth transition to New Paltz and positive on-campus experience
- Work with the Student Engagement team to conduct leadership workshops for the executive boards of the Residence Hall Student Association and National Residence Hall Honorary
- Work with the Student Conduct & Safety team to assist with fire safety related events within the residence halls. This includes workshops assigned to students currently on a sanction for a Health & Safety related infractions
- Work with the Leadership Development team in conjunction with offices managing other campus leadership positions outside of Residence Life (Student Activities, EOP, Admissions, Athletics) to create campus leadership preparation workshops and recognition events

### **Graduate Assistantship Remuneration and Obligations**

- The Graduate Assistant shall keep 20 office hours (on average) per week throughout the academic term
- Out of these 20 office hours, 18 must be completed during normal business hours at a mutually agreeable time between the Graduate Assistant and immediate supervisor
- Evening and weekend hours to be scheduled based on event/program needs
- Tuition waiver for 6 credits for the Fall and Spring semester
- Receive a total semesterly stipend of \$2,500.00, paid biweekly

### **Additional Commitment and Benefits Provided by Residence Life**

This position is uniquely designed by the Department of Residence Life. The Department of Residence Life has an additional period of service:

- The term of the contract period shall begin Thursday, August 1, 2019 and conclude Friday, May 29, 2020.
- The Graduate Assistant will be paid an hourly rate for 30 hours of service per week when academic year classes are not in session: before classes begin in August, during Winter Break, and after final exams end in May.
- The Graduate Assistant shall have the following periods off:
  - March 16-20, 2020

As a result of these additional commitments, the following unique benefits are offered the person in this position:

- Partial waiver of Technology fee
- Parking pass