



## Graduate Assistantship

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**Position Title:** Graduate Assistant Hall Director – Caroline Hall

**Reports To:** Director of Student Life & Housing Markie Hopkins

**Department:** Student Life & Housing

**FLSA Status:** Non-exempt

**Employment Status:** Part-Time

**Grant Funded:** No

**Start Date:** As soon as possible, no later than August 1

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**Position Summary:** The Graduate Hall Director position is a 12-month, live-in graduate assistantship that works directly with professional and student staff to establish and sustain positive residential communities that carry out the mission of Mount Mary University. As key student leaders, GHDs (in partnership with their direct supervisor) specialize in the daily operations and management of Caroline Hall (~200 residents). The GHD would be expected to be visible to residential students, engage in interactions with them, and provide mentorship. The GHD would be responsible for staff supervision, residential learning, leadership, community programming, advocacy and inclusion, support and enforcement of community standards, administration, and building management. This role partners directly with the Trinity Woods Graduate Hall Director on many Residence Life work tasks.

### Date Requirements

- Professional Staff Training (~August 3-7)
- Graduate Hall Director must attend and co-lead RA training sessions (~August 10-19)
- Graduate Hall Director must attend and co-lead move-in efforts (August 20 – 23)

### Staff Supervision

- Supervise, develop, train, and evaluate 6 Residence Assistants (RAs)
- Facilitate weekly one-on-one meetings with RAs to discuss community concerns, promote leadership development, and assess expected tasks
- Address and document behavioral issues, performance concerns, and other staff related matters
- Schedule, facilitate, and co-lead weekly RA Staff Meetings (Co-Lead with Trinity Woods Graduate Hall Director)

### Community Development

- Creating and executing programming/initiatives within the Caroline Hall community to foster community, belonging, and connection
- Assess residential community and belonging experience and provide opportunity for improvement
- Supervise and administer all RA programming efforts including event proposals, purchasing supplies, tracking budget expenses, and program evaluations
- Co-Advise Residence Hall Community Council including recruitment, event implementation, and residence hall advocacy (Co-Advise with Trinity Woods Graduate Hall Director)

### Emergency and Crisis Management

- Serve as an on-call staff member on a rotating basis that addresses, and responds to the needs of the community
- Carry the on-call phone answering all calls; directly respond to and assess crisis situations, contacting necessary personnel as needed
- Review RA duty logs, incident reports, and other reports
- Serve as a resource to these students and provide appropriate follow-up
- Appropriately document incidents and submit accurate and timely Incident Reports
- Must remain within 30 minutes radius of Mount Mary University campus when serving on-call

### Facilities & Maintenance

- Ensure residents and RAs know how to submit a maintenance request and follow up with Buildings & Grounds (and student) when necessary
- Conduct bi-weekly building walk-throughs to ensure safety and security of residential community
- Develop good communication with the custodial and maintenance staff members
- Assist with summer conferences and camps as needed

### **Student Conduct**

- Review Incident Reports and consistently enforce residential and university policies
- Adjudicate conduct cases as assigned by supervisor
- Facilitate one on one meetings with students regarding policy violations, expectations, code of conduct
- Assign sanctions, notify students of decisions, and ensure follow-up
- Maintain strict confidentiality of student information
- Manage roommate/suitemate agreements & mediations, community/floor interventions and building responses to emergency situations as needed or as directed

### **Administration and Communication**

- Assist with special projects, events, and planning committees in the Division of Student Affairs
- Prepare and submit all required reports, records, and evaluations promptly and accurately
- Communicate effectively with individuals within and outside the department

### **Skills and Experience:**

- Strong organization skills and attention to detail
- Demonstrated ability to work independently and maintain confidentiality as required
- Outstanding verbal, writing, and presentation skills; must be able to communicate and interact effectively with Mount Mary students, employees, and parents
- Excellent oral, written, and interpersonal communication skills

### **Qualifications:**

- Bachelor's Degree
- Experience in living on campus preferred; Resident Assistant experience preferred
- Enrolled as a Graduate Student making Satisfactory Academic Progress (SAP) toward a recognized degree
- Must be in good student conduct standing and academic standing (3.0 cumulative and term GPA)

### **Office Hours**

GHD is expected to work **20-25** hours per week. Typical hours are required to be Monday – Friday between 9am – 5pm. Standard schedule would be 4 business days per week at 5 hours per day depending on course schedule. Graduate Assistant should work with supervisor to establish schedule and flexibility when needed

### **Mandatory Reporting**

This position is a mandated reporter under the Jeanne Clery Act as a Campus Security Authority.

### **Compensation**

- \$15 per hour
- Fully furnished apartment for duration of Graduate Assistantship
- Meal Plan at the Alumni Dining Hall (during open hours)

**Mount Mary University** practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. Reasonable accommodation may be made to enable individuals with disabilities to perform primary functions. If you are interested in this position please apply online: [Student Life & Housing Grad Assistant Application](#)

### **Hiring Supervisor:**

Director of Student Life & Housing | Markie Hopkins | [hopkinsm@mtmary.edu](mailto:hopkinsm@mtmary.edu) | Caroline Hall 149



## Residence Life Graduate Assistantship

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**Position Title:** Graduate Hall Director – Trinity Woods

**Reports To:** Director of Student Life & Housing Markie Hopkins

**Department:** Student Life & Housing

**FLSA Status:** Non-exempt

**Employment Status:** Part-Time

**Grant Funded:** NO

**Start Date:** As soon as possible, no later than August 1

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**Position Summary:** The Graduate Hall Director position is a 12-month, live-in graduate assistantship that works directly with professional and student staff to establish and sustain positive residential communities that carry out the mission of Mount Mary University. As key student leaders, GHDs (in partnership with their direct supervisor) specialize in the daily operations and management of Trinity Woods residential community (24 apartment units). Trinity Woods houses student mothers (and their children) and graduate students. The GHD would be expected to be visible to residential students, engage in interactions with them, and provide mentorship. This role also is expected to supervise the Caroline Hall Front Desk. This role partners directly with the Caroline Hall Graduate Hall Director on many residence life work tasks.

### Date Requirements

- Professional Staff Training (~August 3-7)
- Graduate Hall Director must attend and co-lead RA training sessions (~August 10-19)
- Graduate Hall Director just attend and co-lead move-in efforts (August 20 – 22)

### Staff Supervision

- Supervise, develop, train, and evaluate 1 Residence Assistant (RA)
- Supervise, develop, train, and evaluate 1 Front Desk Manager (FDM) and co-supervise 10-15 desk workers
- Facilitate weekly one-on-one meeting with RA and FDM to discuss community concerns, promote leadership development, and assess expected tasks
- Address and document behavioral issues, performance concerns, and other staff related matters
- Schedule, facilitate, and co-lead weekly RA Staff Meetings (Co-Lead with Caroline Hall Graduate Hall Director)

### Community Development

- Creating and executing programming/initiatives within the Trinity Woods community to foster community, belonging, and connection
- Assess residential community and belonging experience and provide opportunity for improvement
- Supervise and administer all RA programming efforts including event proposals, purchasing supplies, tracking budget expenses, and program evaluations
- Co-Advise Residence Hall Community Council including recruitment, event implementation, and residence hall advocacy (Co-Advise with Caroline Hall Graduate Hall Director)
- Attend Trinity Woods Friendly Faces Meeting with Trinity Woods partners (3<sup>rd</sup> Thursday of the month at 10am)

### Front Desk Supervision

- Lead front desk operation and desk procedures for the duration of the calendar year
- Organize and create Front Desk schedule; Find appropriate front desk coverage in times of need
- Supervise, evaluate, and train front desk workers; Process front desk worker timesheets
- Keep records of inventory and check-out items; maintain and update inventory
- Submit appropriate charges and follow-up for damage to inventory, failure to return inventory
- Provide on-going staff development and training through monthly desk meetings
- Create an active environment at the front desk, providing services & engagement opportunities

### Emergency and Crisis Management

- Serve as an on-call staff member on a rotating basis that addresses, and responds to the needs of the community

- Carry the on-call phone answering all calls; directly respond to and assess crisis situations, contacting necessary personnel as needed
- Review RA duty logs and other reports
- Serve as a resource to these students and provide appropriate follow-up
- Appropriately document incidents and submit accurate and timely Incident Reports
- Must remain within 30 minutes radius of Mount Mary University campus when serving on-call

### **Facilities & Maintenance**

- Ensure residents and RAs know how to submit a maintenance request and follow up with Buildings & Grounds (and student) when necessary
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- Develop good communication with the custodial and maintenance staff members
- Assist with summer conferences and camps as needed

### **Student Conduct**

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