



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

### **Graduate Assistant – Residence Life**

#### **This Position Is Responsible For:**

The Graduate Assistant (GA) will assist with providing leadership and service as an educator, developing a learning-focused model for fostering the academic, physical, and spiritual well-being of residents. The GA will directly supervise two resident assistants and a community coordinator. Will assist with Madonna Hall and the Mothers Living and Learning community's oversight, including the daily operations and administrative responsibilities. The GA will also gain experience responding to emergencies by serving in the on-call rotation and serving as the primary judicial officer for Madonna Hall residents.

#### **Duties and Responsibilities**

- Assist with the daily operation of Madonna Hall, which provides on-campus housing for single mothers and their children in the Mothers Living and Learning Community, including the oversight of related administrative and fiscal responsibilities, operations, upkeep of maintenance and custodial needs, security operations, and assess needed improvements.
- Directly supervise two Resident Advisors and one Community Coordinator and assist the Director of Residence Life with weekly Residence Life team meetings.
- Act as a student conduct hearing officer for all hall-level violations while utilizing an educational and developmental approach.
- Assist Director of Residence Life with housing assignment coordination, occupancy reporting, and other residency reports and assessments.
- Recruit, train, and provide ongoing professional development for paraprofessional staff (staff recruitment, RA selection, RA training, etc.)
- Established healthy mentoring relationships through daily interactions with students, mediate conflicts, responded to their needs, and refer students to appropriate resources as needed.

#### **Our Ideal Candidate's Preferred Education and Experience Include:**

- Bachelor's degree required.
- Be enrolled in a graduate program of study in Higher Education, Student Development, Counseling, Social Work, Property Management, or related field.
- Experience of working in Residence Life and/or student housing



### **Why You Want to Be on This Team:**

- This is a live-on 10-month position with a minimum of a 25-hour work week.
- The minimum salary is \$10,000, with a meal plan during the academic year.
- Suite style housing will be provided with a kitchenette.
- Free access to the campus recreation facilities including a full gym, pool and walking trail.
- Our university's wellness program allows for employees to dedicate 45 minutes, twice a week to wellness activities on-campus, during office hours.
- Professional development opportunities. Institutional members of the Upper Midwest Region and ACUHO-I.

### **Knowledge, Skills, and Abilities**

- Excellent interpersonal and communication skills
- Solid administrative and organizational skills
- Ability to manage multiple priorities and make sound decisions.
- Commitment to developing programs based on learning outcomes.
- Knowledge of Microsoft Outlook, Word, Excel and Access preferred, Publisher and PowerPoint helpful.

### **Initiative, Judgement, and Job Complexity**

Individual in this role is expected to demonstrate strong initiative and to exercise solid judgement in a problem-solving capacity, particularly when on call

### **Financial Responsibilities/Consequences of Actions:**

Responsible for Madonna Hall building budget. This position is assigned a College of Saint Mary purchasing card and is responsible for expense reporting

### **Contacts:**

Position will acquire exercise of residence life skills and best practices that are critical to the success of future residence life or student affairs positions. Position is key to maintaining important College relations with faculty, staff, administration, students, and members of the community and the public.

### **Work Environment:**

This position operates in a professional office environment, and the office is located within an on-campus residence hall. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and actives may change at any time with or without notice.

**How to Apply:**

Please send application materials including cover letter, resume, and three professional references to Larissa Buster, Director of Residence Life at [LBuster@csm.edu](mailto:LBuster@csm.edu).