



## **JOB DESCRIPTION**

**TITLE:** Residence Life Graduate Assistant  
**STATUS:** Part-time/Live-In  
**REPORTS TO:** Director of Student Engagement and Residence Life

Manor College is a small, four-year institution dedicated to providing comprehensive support to a diverse student body. Manor prioritizes fostering a supportive and inclusive community where students can thrive academically, socially, and personally. As part of our commitment to holistic student development, the offices of Student Engagement and Residence Life play pivotal roles in creating a vibrant and nurturing living and learning environment for students.

### **Position Overview**

The purpose of the Graduate Assistant (GA) is to promote a safe living and learning community within the residence hall. The mentioned purpose is achieved through supporting all programming efforts offered by The Office of Residence Life. Programming efforts will promote alcohol awareness and prevention. Additionally, GA will also support the community by serving within the Office of Residence Life (ORL) on-call rotation.

The GA must be enrolled as a full-time graduate student in a degree-granting program. While in the position, GA may have no more than twenty (20) hours total of additional external commitments including but not limited to outside employment, organization involvement, athletic team participation, internships, etc. A GA must possess strong interpersonal communication skills, cultural competence, and demonstrated experience in program and student development theory. A GA must be familiar with residence hall systems and/or other education administration or management experience is strongly preferred. This is a part-time, live-in position, which requires 20 hours per week including weekends, on-call responsibilities, 1-on-1s, departmental meetings, etc. Employment is subject to review and renewal on an annual basis. A GA must keep and maintain good academic standing with their respective institution.

### **Summary**

The GA is a 10-month, live-in position. The GA serves as an active and visible residence hall staff member that participates and facilitates student development, community development, leadership development, administration, policy enforcement, crisis management, and staff development. In these capacities, the GA is supervised by the Director of Student Engagement and Residence Life. This GA role is a crucial Residence Life liaison collaborating with Residence Life, Student Engagement, Counseling and Health Services, the Dean of Students,

Resident Advisors (RAs) and residential students. The GA manages the residence hall, co-supervises RAs, participates in campus-wide emergency on-call coverage and supports the mission of the Manor College/ the Office of Residence Life.

If mutually agreed, the GA position may renew for a second year, with continued summer housing, included in the compensation package.

### **Supervision**

- Supervises 3-5 undergraduate Resident Advisors
- Assists with the training and evaluation of RAs throughout the year
- Attend (and lead as appropriate) meetings (e.g. one-on-one meetings with RAs, meetings with supervisor, RA staff meetings, and professional staff meetings, etc.)
- Promote and implement training sessions and in-services as well as ongoing staff development initiatives.

### **Direct Co-Supervision for Resident Advisors**

- Collaborate with the Director of Student Engagement and Residence Life to plan and implement RA training programs including:
  - Fall training, ongoing in-service training, Winter training, and other training as necessary.
- Assist Director in planning and facilitating biweekly/monthly staff meeting
- Conduct individual meetings with RA staff weekly.
- Hold formal evaluation meetings with each RA once a semester.
- Assist in the planning and implementation of the RA selections process.
- Assist RAs in fulfilling their programming responsibilities.
- Ensure accurate and timely completion of administrative tasks delegated to staff
- Ensure the provision of RA duty coverage as assigned.

### **Community and Student Leadership Development**

- Serves as a resource and referral agent for students' academic, identity, and social needs.
- Work collaboratively with Public Safety personnel to create a safe and secure community.
- Student Conduct and Crisis Management.
- Responsible for upholding Community Standards.
- Educates students on their rights and responsibilities.
- Communicate with the Director regarding policy violations and adjudication.
- Handle crisis situations, such as mental health incidents, roommate conflicts, student conduct, and staffing issues, and reporting to the Director in order to ensure appropriate community response.
- Makes effective referrals to counseling or academic services and familiarizes self with campus resources.
- Provide night and weekend on-duty responsibilities for approximately up to 85 residential students.

## **Administrative and Departmental Responsibilities**

- Participate in departmental functions, projects, and workgroups assigned, including but not limited to community development initiatives, housing operations management, staff selection, and training.
- Assists with the opening and closing of the residence halls as well as evening and weekend events.
- Assist with on-duty rotation, including evenings and weekends.

## **Professional Development**

- Participate in staff training and development opportunities offered by Residence Life and other campus departments.
- Act as a role model on and off-campus
- Opportunity to engage in the journal or other publication of a scholarly article

## **Academic Year Compensation:**

- \$12,000 yearly stipend
- Semi-furnished suite, utilities, internet, laundry on-site, fitness facilities use, and campus parking.

## **Learning Outcomes**

The GA working in Residence Life will:

- Facilitate engagement opportunities for residential students that promote alcohol awareness and prevention. Collaboration with Student Engagement, Dean of Students, Counseling and Health Services will be required.
- Practice appropriate and effective interpersonal communication skills in a variety of professional settings.
- Develop and practice supervisory skills by managing a staff of high achieving undergraduate RAs.
- Practice giving and receiving feedback in a professional setting.
- Serve as a mentor and role model for developing students.
- Gain a sound understanding of effective crisis management protocol and response.
- Engage in a network of supportive staff members who are committed to the holistic.
- Demonstrate critical thinking, specifically employ appropriate decision making when addressing policy infractions when responding to incidents and throughout the conduct process.
- Identify student needs and direct them to the appropriate departmental offices for support and assistance.

## **Qualifications:**

- Bachelor's degree

- Candidates must be enrolled full time in Higher Education, Counseling, Leadership or related fields.
- Previous undergraduate student leadership experience (preference for leadership experience within Residence Life).
- Candidates must submit all required clearances and documentation.
- Candidates must be willing to commit to a ten-month agreement.
- Ability to uphold the mission and values of Manor College
- Uphold professional relationships with all students.

**Work Schedule:**

20 hours per week in office with additional on-duty shift(s)

**Salary (grant funded):** \$12,000 stipend plus housing for the duration of the 10- month live-on period. Flexibility to work evenings, weekends, and holidays as needed for on-call responsibilities. The stipend is not paid bi-weekly but rather distributed in monthly increments via check on the 7th of each month. Housing includes a private room equipped with a microwave and full-size refrigerator. A shared kitchen, accessible to all community residents, is available and includes a sink and toaster oven. Graduate Assistants do not receive a meal plan. Additionally, there is an accessible washer and dryer within the community, which residents, including Graduate Assistants, may use for a fee.

- Includes semi-furnished suite, utilities, internet, laundry on-site, fitness facilities use, and campus parking.

**To Apply:**

Interested candidates are encouraged to submit the following application materials:

- A cover letter outlining your interest in the position and relevant experience. Please indicate which of the two areas (if you have a preference) you are most interested in.
- A resume or curriculum vitae.
- Contact information for two professional references.

Please send your application materials electronically to Allison Mootz, Vice President and Dean of Student Affairs at [amootz@manor.edu](mailto:amootz@manor.edu)

**Equal Opportunity Statement**

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law.

