General Information:

Job Title: Graduate Assistant in Residential Life and Housing  
Department: Residential Life and Housing  
Reports to: Community Director TBD and indirectly to Director of Residential Life and Housing

Position Summary:  
Provide a brief overview of the role.

The Graduate Assistant in Residential Life and Housing is designed for an enterprising student affairs paraprofessional seeking to augment their experience in both residential life and student conduct. This position will work closely with the Director of Residential Life and the seven seasoned Community Directors to support the residential mission of Wellesley College.

As a live-in position, the graduate student will learn the various responsibilities of supporting the social, emotional and academic well-being of students living in residence in a highly competitive, small liberal arts environment. The student will oversee a small residential community (Munger Hall) and work closely with the House President and their Resident Assistant team to implement a newly designed residential curriculum. In this role, the graduate assistant will serve in our on-call rotation, conduct one on one meetings with their student staff and participate in performance reviews and staff selection for next year’s graduate assistant.

In addition, this graduate assistant will work closely with the Director of Residential Life to begin to shape a student code of conduct in support of the Honor Code. This is an exciting endeavor that will support a progressive step in designing a new infrastructure for student conduct at Wellesley.

Other duties for the graduate assistant include: 1) follow policies and procedures of Residential Life and Housing departments; 2) 24 hour emergency on-call member; 3) oversee the budget for their Hall in consultation with supervising Community Director; 4) design student-centered programs and opportunities; 5) provide administrative backup to the Office of Residential Life and Housing.

Primary Position Responsibilities:  
List the primary duties of the role. Most roles have 5 to 6 primary responsibilities. Focus on major responsibilities not specific tasks. List the primary duties in order of percentage of time spent on that duty.

1. (40%): Support the initiatives of the Honor Code Council and the student code of conduct for Wellesley College. Implement initiatives to bring the objectives of the Honor Code to the campus community. Help design and train around a residential conduct system. Works with Office Manager to administratively support honor code hearings and subsequent follow up.
2. (50%): Support a small hall as the primary professional staff member under the supervision of a seasoned Community Director.
3. (5%): Other duties as assigned by the department.
4. (5%): Contributions to college and divisional mission through committee work, event support, and overall engagement to the life of the College.
Performance Profile:
Describe 3 or 4 measures of successful performance. Primary measures of performance may include such dimensions as accuracy, reliability, timeliness, turnaround time, program effectiveness, high levels of service, etc.

2. Presents professional and detailed communication regarding the student conduct process.
3. Engenders a sense of trust from others through evidence of reliability and dedication.
4. Is highly collaborative with other departments on campus and seen as a resourceful member of the community.

Supervises:
List positions (if any) supervised.

House President and Resident Assistant Staff.

Education Required:
Minimum level of education required. Also include specific certifications if necessary for the role.

Bachelors degree required. Experience in student conduct is preferred.

Experience Required:
Describe the typical minimum experience required.

Current enrolled graduate student in a program in Student Affairs and Higher Education.

Skills and Abilities Required:
Describe skills and abilities required to perform the role successfully. Skills and abilities may include such factors as familiarity with a particular type of software, writing skills, attention to detail, proofreading.

Experience of living in a diverse residential life community
Excellent written and oral communications skills.
Ability to create and manage a student conduct model
Organizational and time management skills.
Understanding of development issues for young adult women.
Crisis intervention and referral skills.

Other:
Include any additional comments that are important in understanding this position’s role and impact on Wellesley College.

Compensation: 20K stipend, live-in apartment and 1 meal plan.