MCPHS University
Office of Residential Living and Learning
Graduate Assistant 2019-2020

**Dates of Employment:** August 2019 – May 2020. This is a 9 month position. The Graduate Assistant for Residential Living and Learning (RLL) position is renewable for a second year based on performance.

**Education Required:** Currently or will be pursuing a master’s degree in higher education and/or student affairs administration, education, counseling or related field concurrently while in the position.

**Experience Desired:** Undergraduate student leadership, programming, student government, orientation, residence life, community service, or related experiences.

**Brief Position Description:** Assists the Director of RLL and Area Coordinators (AC) with daily operations, participate in on-call duty rotation, educational programming, community development, staff training, staff selection, and departmental assessment.

**GA Supervision:** Directly supervised by an Area Coordinator in RLL. Standing 1:1’s will be held weekly.

**MCPHS RLL Office Description:** Our campus is divided into two areas overseen by an AC and GA including 2-3 buildings and roughly 10-13 RAs. A large number of our students live in residence halls owned by neighboring colleges, and GAs have the opportunity to collaborate with Colleges of the Fenway constituents.

**Job Status/Compensation:** Live-In position, Part Time, 20 Hours/Week, Stipend: $8,000
On campus housing and meal plan provided. Opportunities for professional development through allocated resources is available.

**General Responsibilities**
Assists with the operations of University sponsored housing which houses MCPHS University students, ensuring an environment that is conducive to student development and academic success.

**Student Supervision & Training**
- Oversee all programming efforts for Area RA Staff including maintaining individual budgets, enforcing programming model requirements, building-wide programming, maintaining integrity and intention of RA programming
- Hold monthly one-on-one meetings with RAs to advise them with the planning, implementation, and evaluation of programming efforts
- Assist RAs with cultivation and implementation of Living Learning Community specific programming
- Assist with the supervision of student workers (Desk Attendants, Mailroom Assistants and Office Assistants)
- Oversee an RLL special committee, i.e. RA Recognition, Health & Wellness, Social Media & Marketing, or Educational Programming
- Participate in all aspects of the planning and execution of RA Training and Selection
- Plan and coordinate RA In-Service trainings (a monthly extension of RA Training)
On-Call & Student Conduct

- Participates in Residence Life on Call (ROC) Duty Rotation- including weekends, after-hours, break periods and holidays. When on-call, acts as the primary contact for on-campus emergencies or crises.
- Writes Incident Reports as appropriate and attends Code of Conduct meetings to discuss incidents.
- Adjudicates minor level cases and assists the Dean of Students to educate MCPHS University community on policy infractions and responsibility.
- Makes necessary referrals to counseling, academic services, and campus resources.

GA Major Projects

- Each GA will oversee one special project for the academic year- Off Campus Housing or Residence Hall Council
  - Off Campus Housing: Plans and facilitates off-campus housing workshops, roommate matching events and other related programs
  - Residence Hall Council: advises the RHC executive board to guide them in their programming and advocacy efforts

Administrative

- Required to attend weekly RLL professional staff meetings held during business hours; Encouraged to attend RA weekly staff meetings held generally during evening hours, if course schedule allows
- Assists with the opening and closing of residence halls
- Assists with departmental assessment and planning initiatives
- Is available, visible, and approachable to students within the college community and attends community functions
- Participate in professional development workshops provided by the Division of Student Affairs
- Opportunities to participate in campus-wide and COF wide committees to help educate and train students in collaboration with campus partners
- Other duties as assigned by the Director of Residential Living & Learning and/or Area Coordinator

Contact:
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