



**HOUGHTON**  
**UNIVERSITY**

**JOB DESCRIPTION TITLE:** Graduate Assistant, Residence Life (Women's Hall)

**DEPARTMENT:** Residence Life

Reports To: Dean of Students and Director of Residence Life & Housing

20 hours/week – 10 Month

**I) Summary of Responsibilities:** The Graduate Assistant is an active member of the Residence Life department and serves as a promoter of the learning community that exists in the Residence Halls. The GA supervises and mentors the building residence assistant (RA) staff, provides programming for the hall, develops relationships with residents, oversees the functioning of the Residence Hall, and assists with functions related to Residence Life. This position reports to the Director of Residence Life.

**II) Essential Responsibilities:**

- Commitment to serving as a team player within the Residence Life department, Student Life and Houghton University.
- Serves as a liaison with Safety & Security, The Center for Student Success, Student Engagement, Athletics, and Health Center in supporting students
- Plans and implements schedules for RA one-on-ones, staff meetings, and duty schedules
- Helps lead and participates in August RA Training and Winter RA Training
- Works closely with Resident Assistants (RA) and Facilities in maintaining the Residence Halls.
- Counsels and advises students about personal, spiritual, academic, or social issues in collaboration with Dean of Students (supervisor)
- Opens and closes the Residence Hall before and after each college break.
- Assists in Housing processes for campus Residence Halls in Spring Housing Process
- Establishes a reliable presence within the Residence Hall, going on rounds, connecting with residents, using hall office

**III) Academic Responsibilities:**

- Graduate assistants must be enrolled in Geneva's Masters of Arts in Higher Education and Student Development program and maintain at least six (6) hours of graduate-level credit per semester to be eligible.
- This assistantship meets the program requirement of 600-hour field experience needed for completion of the program
- The Dean of Students will serve as the assistantship supervisor, providing opportunity for integration of studies with the residence life graduate assistantship experience.

**Compensation Details:** The Graduate Assistant position is a 10-month appointment beginning August through mid-May, with the option for renewal. The Graduate assistant will receive housing (as required for the position) and an annual stipend of \$5,000. Graduate assistants must be enrolled in Geneva's Masters of Arts in Higher Education and Student Development program and maintain at least six (6) hours of graduate-level credit per semester to be eligible.

**Application Instructions:**

Interested applicants can submit a 1) Cover Letter, 2) Statement of Faith and 3) Resume to [katie.breitigan@houghton.edu](mailto:katie.breitigan@houghton.edu). Applications will be accepted on a rolling basis until the position has been filled. Employment offers contingent on successful background check and approval of Houghton Human Resources.