



# Office of Student Affairs

## Graduate Assistantships

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The Graduate Assistant works as part of a team to develop a campus that is focused on student learning. This individual assists in the implementation of the University's mission of providing engaging educational opportunities in support of the students' personal and interpersonal development. At Mount Union, we seek to enhance students' leadership development, professional development, and an understanding of the rights, responsibilities, privileges, and resources available as members of the University of Mount Union community. We do this in strong collaboration with faculty, staff, community, alumni, and students.

The graduate assistantship at the University of Mount Union includes two components, 1) serving as a Resident Director; and 2) working in a collaborative assignment in a functional area within Student Affairs that supports students' needs. In addition, the graduate assistant has responsibilities to participate with other members of the campus community to enhance the learning of students; to adhere to departmental objectives that are consistent with and serve to support the University of Mount Union mission; and to collaborate with staff and others in coordination with institutional efforts regarding retention and student success.

### **Preferred Qualifications**

Bachelor's degree; enrollment in a graduate program of college student personnel, higher education in student affairs or related field; prior residence life experience or experience that demonstrates leadership and active involvement in student life; excellent written and verbal communication skills; ability and interest in working with both faculty and students in a professional setting both autonomously and in team environments.

### **Compensation**

This is a part-time, ten-and-a-half-month contract, from July 15 – May 31. In addition to a salary of \$16,500 paid over 11 months, compensation includes: a furnished apartment with utilities, campus cable, and network access; board plan when classes are in session; access to the recreation and wellness center, free parking, and laundry.

### ***The Resident Director***

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The Resident Director is a live-in position and is specifically responsible for the administration of a residential area of campus that houses up to 250 students, and the direct supervision of the student staff who reside in that area.

### **Specific Resident Director Responsibilities**

1. Maintaining a clean, safe, and comfortable living environment within the residence halls and houses.
2. Developing a well-rounded program of activities to meet the developmental needs of residents.
3. Assisting students with personal, social, and academic concerns.
4. Providing conflict resolution in matters requiring staff intervention.
5. Implementing, enforcing, and communicating rationale for university and residence hall policies/procedures.
6. Conducting administrative disciplinary hearings and presenting cases to the University Conduct Board.
7. Serving on Resident Director on-call duty rotation for campus.
8. Responding to crisis situations and involving appropriate staff as needed.
9. Assisting in the recruitment, selection, and training of the residence life staff.
10. Supervising, training, and evaluating assigned student staff.
11. Participating in Resident Director annual training and weekly staff meetings.
12. Facilitating hall and house openings and closings at various times of the year.
13. Processing forms relating to the management of the hall and houses such as room condition reports, room changes, documentation reports, physical plant work orders, damage billing etc.
14. Assisting with various departmental functions/committees/projects as assigned.

## The Collaborative Assignment

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Each resident director holds a collaborative assignment in another area within the Office of Student Affairs. Each requires a minimum of ten hours "on the job," providing you with additional professional experience in higher education. Collaborative assignments are determined based on your preferences, skills, and the needs of our offices. In all cases, there may be evening and weekend commitments required. We typically have six of these eight collaborative assignments filled at any given time and would generally be looking to hire three each year. The positions that are available would be determined considering the interests and skills of the candidates and the priorities of the department for that year.

***These are the offices within Student Affairs that offer collaborative assignments:***

**New Student and Leadership Programs:** The Office of New Student & Leadership Programs is committed to assisting in the preparation of Mount Union students for meaningful work, fulfilling lives, and responsible citizenship through engaging and intentional cocurricular activities, programs, services, and partnerships. Through immersed participation, training, practice, and reflection, the Mount Union student will gain skills that will complement academic endeavors and further enable success after graduation.

**The office of student involvement and leadership offers two collaborative assignments that share responsibilities in these two main areas:**

- **Campus Programs:** Responsibilities include but are not limited to: co-advise the Mount Union Raider Programming Board (RPB); assist RPB in creating collaborative partnerships with a variety of campus offices and student organizations in order to provide students with vibrant social opportunities which enhance the campus environment; staff and oversee activities and events coordinated by RPB and the Office of Student Involvement & Leadership (OSIL) as needed; co-coordinate, plan and implement Family Day & Homecoming (fall), work in conjunction with various campus offices to ensure a program that is appealing for both our students and their families;; plan and execute Little Sibs Weekend, providing appropriate programming and activities for our current undergraduate students and their siblings, and Springfest (spring); assist with communication and marketing of planned events on the Mount Union website and through various social media outlets; assess and evaluate programmatic efforts to ensure they are meeting desired outcomes; serve as a member of the OSIL staff, attend weekly staff meetings and participate in appropriate professional development activities; develop and monitor two university budgets under the supervision of the Director; and assist with planning and implementation of leadership development initiatives.
- **Student Leadership:** For this collaborative position, responsibilities include, but are not limited to: assisting in establishing a student organization council including running monthly meetings, assisting student organizations with their annual student organization registration and tracking all submitted documentation, creating and implementing leadership development and educational initiatives for individual students, student organizations, and student organization advisors; assisting with student organization flyer approval and updating the campus activities calendar; collaborating with Student Affairs departments to maintain up to date content calendars and posting to the division Instagram account; and other duties as assigned.