Bluffton University Student Life Graduate Assistant
Residence Life/Student Involvement

**Position Description**
The Student Life Graduate Intern is a part time position (an overall average of 20 hours per week) with responsibilities as a hall director and as the graduate assistant for student involvement. Duties include the day to day operation of an approximately 200 bed residence hall, supporting the academic, spiritual and personal growth of the residents, supervising resident assistant staff, supporting the objectives of the residence life program and the office of student involvement in providing services, programming efforts and student development initiatives.

**Hall Director Responsibilities**
- Work with the maintenance personnel in keeping the residence hall functional for the use of residents, present and future
- Know, interpret, teach, and enforce the standards of conduct and the Student Handbook regulations
- Serve as a resource person for students and guests concerning Bluffton University’s heritage, organization, policies and procedures
- Be aware of concerns which students have and respond to these concerns in an appropriate time and manner
- Supervise resident advisors in their involvement with the day-to-day operation of the residence hall
- Participate in an on-call duty rotation and provide adequate staff coverage in the residence hall
- Actively participate in staff meetings, RA trainings, Leadership Development Activities, selection processes and room draw
- Responsible for administrative functions such move-in day and resident departures
- Be aware of the health needs of students. This includes assisting the students in finding a means of transportation to a physician or a hospital
- Complete special projects as delegated by the Director of Residence Life

**Student Involvement Responsibilities**
- Provide leadership, in conjunction with Assistant Director of the University Event Complex, for the mission and services of the Office of Student Involvement.
- Coordinate with student organizations in implementing the Office of Student Involvement’s weekly programming initiative, *Thursday Night Spotlight*.
- Implement a series of educational workshops and roundtable sessions for student organizations and advisors to support their roles on campus.
• Provide additional support and guidance to student organizations in their activities and administrative functions.
• Serve as advisor to the homecoming committee in their planning and coordination of student related fall homecoming activities.
• Provide leadership and administrative presence in planning and coordination of annual spring Riley Creek Festival.
• Work with Student Life staff to organize and carry out LDP student leadership retreats and activities. Attend Student Life staff meetings (HPC, etc.) as appropriate

**Work Agreement Dates:**
Position begins August 7, 2019 and ends May 6, 2020

**Compensation & Benefits**
• Compensation will include $8,800 for the academic year
• 12 days of time off, plus university holidays and approved time off during breaks
• Furnished apartment in assigned residence hall. All utilities will be paid by the university except for long distance phone calls.
• Office space in Student Life Division Office suite with individual personal computers
• 20 Meal plan in the Commons provided when classes are in session.
• Reserved parking space
• Fees to attend one regional conference.

**Supervision**
Interns report to the Director of Residence Life and the Assistant Dean of Students.