



General Statement of Purpose and Duties:

This Graduate Assistant position will report directly to the Residence Hall Coordinator/Complex Coordinator and indirectly to the Area Coordinator. The Graduate Assistant (GA) is responsible for assisting the Residence Hall Coordinator(s)/Complex Coordinator in the overall management, programming, and community development of the residential area. The GA may indirectly supervise 8-10 paraprofessional/Student Leaders.

Principal Duties and Responsibilities:

1. Assist in the supervision and advisement of Resident/Community Assistants. (25%)
2. Assist with overall community engagement including implementation of the Residential Curriculum through programming and the creation of educational initiatives in the residence halls/apartment complexes. (25%)
3. Assist with Student Conduct/Disciplinary Counseling in the residential community. Confer with the Assistant Director for Student Development as needed. (10%)
4. Promote diversity and community-building activities. (10%)
5. Assist with the opening and closing of the residence halls (Check-in/Check-out) each semester. (5%)
6. Assist with tracking maintenance concerns within the building/area. (5%)
7. Assist with crisis intervention and residential follow-up. Consult with and refer students to Case Manager(s) as needed. (5%)
8. Assist with emergencies as they occur while using crisis intervention skills and appropriate resources. (5%)
9. Responsible for research of new and innovative programs and living and learning opportunities. (5%)
10. Collaborate with campus departments and needed to enhance academic success and overall residential experience. (5%)
11. Other duties as assigned.

Desired Qualifications:

- Excellent interpersonal skills
- Excellent oral and written communication skills
- A strong commitment to the growth and development of students
- Competency in Microsoft Office
- Administrative experience
- Flexibility
- Ability to work on a variety of projects

Requirements:

A graduate assistant in University Housing Services must meet the requirements as outlined on the Illinois State University [Human Resources website](#) and be enrolled in the College Student Personnel, Communications, Social Work, Sociology, Criminal Justice, Psychology, or Teaching and Learning graduate degree programs at Illinois State University. In addition, graduate assistants must successfully complete a criminal background check.

Length of Contract:

The ten-month assistantship will follow the Illinois State administrative calendar. The position requires an approximate 20 hour/week commitment and includes some evening and weekend hours.

Remuneration:

Graduate Assistantships in University Housing Services are provided a full tuition waiver and a stipend of \$1,300 per month. This position is live-off; no housing/meal plan provided.

Illinois State is an equal opportunity/affirmative action university encouraging diversity. If you are an individual with a disability and need a reasonable accommodation under the Americans with Disabilities Act (ADA) or other state or federal law, you may request an accommodation by contacting the Office of Equal Opportunity and Access at (309) 438-3383.