



## Graduate Assistant for Residential Education/ Graduate Resident Director

### Overview & General Purpose

The Graduate Assistant (GA) for Residential Education/Graduate Resident Director (GRD) position is a 12-month live-in, graduate assistant staff position within Housing & Residential Education (HRE) and the Student Affairs Division at the University of Utah. The GA/GRD reports to a Resident Director (RD) of a specific area in providing leadership and coordination of a comprehensive student-focused program. Within HRE, GAs/GRDs assist in a number of roles; potential placements include residential communities housing 400 to 800 students, conduct management, or residential initiatives.

The GA/GRD role is designed to be an intentional assistantship where future student affairs professionals work closely and directly with a RD to shadow and learn all aspects of working within Residential Education. The RD will serve as a mentor who educates and provides opportunities for GAs/GRDs to develop competence and confidence in all areas. The expectation is that upon completion of a 2-year assistantship, the GA/GRD will have all skills and experiences necessary to succeed as a full-time professional on a Housing team.

**Housing & Residential Education's Diversity Recruitment Statement:** Housing & Residential Education and the University of Utah value interactions among individuals with varying traditions, cultures, identities, expressions, orientations, religious beliefs, economic backgrounds, and racial/ethnic origins. We strongly encourage applications from candidates who will share and explore this value with our residents.

NOTE: The University of Utah is a tobacco free campus. Smoking is prohibited on campus property. Smoking cessation support is provided to faculty, staff, and students.

### Primary Responsibilities

#### 1. Supervision

- Graduate Assistants/Graduate Resident Director co-supervises along with a Resident Director in the supervision of Student Leaders. Their supervision roles will adjust based on the needs of the GA/GRD, RD, and area and may include the following:
  - Assist with the selection, training, supervision, and evaluation of a staff of Student Leaders.
  - Assist Student Leaders in their personal growth and professional development.
  - Conduct weekly meetings with staff members to develop and review goals, discuss issues, recognize contributions, and provide/solicit feedback.
  - Oversee the implementation of community initiatives in accordance with HRE's Residential Curriculum
  - Assist with the ethical spending of a budget for the assigned area.
  - Present to student leaders during fall, spring, and ongoing trainings.
  - Educate staff and students in respecting and understanding cultural differences through the utilization of campus resources and the attendance of social justice programming.

#### 2. Administrative Tasks

- Maintain 25 work hours per week. Hours should be posted and consistently maintained each semester.
- Assist the RD in managing day-to-day operations of a residential area or a functional area community (i.e. first year experience, apartments/upper-division, honors, or living learning community housing).

- Attend various meetings on a weekly/biweekly/monthly basis including, but not limited to: Residential Education staff meetings, professional development sessions, area staff meetings, committee meetings, and weekly meetings with students and supervisors.
- Utilize effective communication, planning, scheduling and organizational skills as they relate to job responsibilities.
- Assist the RD in opening and closing the residence halls at the beginning and end of the academic year, and during periods of academic recess.
- Work cooperatively with Administrative Services and Facilities in matters related to hall maintenance, custodial, room assignments, roommate conflicts, verification of occupancy and hall/room damage issues.
- Integrate social justice into the development of programs, practices, policies, and processes.

### **3. Student Conduct Hearing Officer**

- Serve as a conduct hearing officer by administering hearings, investigating alleged incidents, and determining outcomes in consultation with RD.
- Serve as a resource and referral agent for students and staff.
- Maintain a working knowledge of the University of Utah and Housing & Residential Education conduct process.
- Interpret and enforce all HRE and University policies and regulations in a consistent and thorough manner.

### **4. Duty and Emergency/Crisis Response**

- Shadow RD staff in an on-call duty rotation that responds to all HRE facilities.
- Develop a working knowledge of departmental protocol of crisis or emergency response.
- Provide appropriate post-crisis referrals and follow-up with students and staff as needed.

### **5. Advising Skills**

- Advise Residence Hall Association (RHA) Committees/Boards and assist RHA in planning and implementing educational, cultural, and social activities.
- Demonstrate support by attending RHA and Social Justice Advocate (SJA) events and initiatives.
- Attend RHA retreat and/or training in the fall.

### **6. Professional Development**

- Participate in professional development opportunities sponsored by HRE, the University of Utah, and the Department of Student Affairs such as Utah NASPA, Student Affairs Diversity Seminar Series, and annual retreat.
- Utilize professional development funds to attend conferences (regional or national), purchase books, and other professional development aids in accordance with a completed professional development plan.
- Serve as a member of a departmental committees and task forces such as Student Leader Training, Student Leader Selection, Residential Curriculum, etc.
- Maintain knowledge and educate self in areas of diversity/social justice.

### **7. Other duties as assigned**

- The intent of the GA/GRD role is to develop a well-rounded understanding of the work of a professional within Housing and Residential Education. Additional duties may be assigned through the year to provide this growth as opportunities arise.

## **AVAILABILITY**

- The GA is a part time, 25 hours per week, live-in staff member position. Hours worked include office hours as well as some nights and weekends.
- The GA will be required to be available during a portion of break periods for training and to assist with opening and closing procedures.
- Essential Personnel - This position is considered to be an essential personnel position for the department and as such, must be accessible and available in the event of emergencies or when needed to meet the ongoing missions of the University.

## **QUALIFICATIONS**

- Bachelor's degree.
- Must be enrolled in the University of Utah Educational Leadership and Policy program (Master's or Ed.D/Ph.D. level). Applications for the academic program at deadline. More information at <https://elp.utah.edu/>.
- Demonstrated commitment to fostering engagement among students and staff on issues of diversity and social justice.
- Ability to establish and maintain effective and collaborative supervisory and collegial working relationships.
- Ability to multi-task and remain organized in a high energy, fast paced department.
- Must have experience relating to, recognizing, documenting and addressing student behavior.
- Demonstrated effective communication abilities both verbal and written.

## COMPENSATION

- Annual salary estimated at \$21,300.00 starting on July 17, 2023.
- A furnished one- or two-bedroom apartment which includes all utilities, and internet; apartment may be located in an on- or off-campus property dependent on availability and occupancy.
- Partial moving expense coverage.
- Partial professional development funds by request
- Full tuition waiver.
- Meal plan when in session.
- Choice to enroll in student health insurance plan.
- At the University of Utah, we believe that our staff should feel at home while living on campus. In reflecting this philosophy, our department adheres to an inclusive partner policy, which allows for partners, family, roommates, etc., to live with staff if they so choose (contingent upon a successful background check). We also allow pets (cats, dogs, fish, birds, etc.) as per Housing & Residential Education pet policy (cleaning deposit required; some additional charges may apply).

### Background Check

A successful background check is required before a formal offer of employment can be made for this position.

### University of Utah Nondiscrimination and Disability Access Statement

The University of Utah is an Affirmative Action/Equal Opportunity employer and is committed to diversity in its workforce. In compliance with applicable federal and state laws, University of Utah policy of equal employment opportunity prohibits discrimination on the basis of race or ethnicity, religion, color, national origin, sex, age, sexual orientation, gender identity/expression, veteran's status, status as a qualified person with a disability, or genetic information. Individuals from historically underrepresented groups, such as minorities, women, qualified persons with disabilities, and protected veterans are strongly encouraged to apply. Veterans' preference is extended to qualified applicants, upon request and consistent with University policy and Utah state law.

To inquire about this posting, email: [employment@utah.edu](mailto:employment@utah.edu) or call 801-581-2300. Reasonable accommodations in the application process will be provided to qualified individuals with disabilities. To request an accommodation or for further information about University AA/EO policies, please contact the Office of Equal Opportunity and Affirmative Action, 201 S. Presidents Cr., Rm 135, (801) 581-8365 (V/TDD), email: [oeo@uemail.utah.edu](mailto:oeo@uemail.utah.edu).

More information about how to apply for this position can be found at: [www.housing.utah.edu/life/employment-opportunities/](http://www.housing.utah.edu/life/employment-opportunities/).

Questions regarding this assistantship should be directed to:

**Morena Ribeiro**  
**Assistant Director for Residential Education**  
**[MRibeiro@housing.utah.edu](mailto:MRibeiro@housing.utah.edu)**  
**801-587-0860**