



## 2017-2018 Graduate Assistant for Student Leadership

### Housing and Residence Life Mission:

In support of the mission of Mississippi State University and the Division of Student Affairs, the Department of Housing and Residence Life cultivates an on-campus environment that promotes student success, engages students through intentional interactions, and challenges them to learn and grow beyond the classroom.

### Position Overview

The Graduate Assistant for Student Leadership is responsible for serving as the graduate advisor of the student leadership organizations within Residence Life (Residence Hall Association, National Residence Hall Honorary, and Resident Advisor Association). Serve in additional Department of Housing and Residence Life capacities as needed. The Graduate Assistant for Student Leadership, as an administrative official of the university and a member of the residence life staff, is expected to develop the skills required in the position and to integrate them with an understanding of student development and accept the responsibilities that come with being a role model for students and staff. The Graduate Assistant for Student Leadership is required to live in an apartment within the residence hall. The Graduate Assistant for Student Leadership reports directly to the Area Coordinator for Community Development.

### Qualifications

- The Graduate Assistant for Student Leadership must live within the residence hall assigned and be enrolled at Mississippi State University as a full-time, master degree seeking, graduate student during the period of employment.
- Organized and detail oriented
- Previous experience working within a residence hall setting is preferred.

### Skills and Responsibilities

#### Residence Hall Association Responsibilities

##### Supervisor

- Hold bi-weekly one on ones with executive board members
- Attend weekly executive board meetings and general body meetings
- Evaluate each executive board member's performance each semester
- Be present and provide supervision at all organization events
- Coordinate and deliver care packages, in conjunction with the Area Coordinator of Community Development and the executive board members
- Ensure that student timesheets and purchasing paperwork is being filled out correctly and turned into the Office Associate for Budget and Finance

##### Advisor

- Assist and provide guidance during recruitment and election of executive board members
- Advise weekly executive board meetings and general body meetings
- Oversee the development and implementation of programs
- Encourage the executive board to collaborate with other on-campus offices/student organizations for future programming efforts
- Work with the Treasurer to manage the budget and all expenditures
- Assist the Treasurer in the management all the rental inventory owned by the organization

- Familiarize self with the governing documents of the housing student organizations

### Training

- Plan student leadership training with the Area Coordinator for Community Development
- Oversee the development of training for Council Of Residential Experiences (CORE-hall council) advisors and members
- Create other training opportunities as needed throughout the school year

### Conferences

- Attend housing student leadership state, regional and national conferences, including but not limited to: SAACURH (Fall), No-Frills (Spring), MARHS (Spring) and NACURH (Summer)
- Assist and oversee the selection process for conference delegations with the National Communications Coordinator
- Coordinate, in conjunction with the National Communications Coordinator, travel arrangements
- Provide guidance to the National Communications Coordinator about bid writing on the state, regional, and national levels
- Ensure the organization is re-affiliated with NACURH

### Council Of Residential Experiences Liaison

- Serve as the point of contact for advisors
- Provide resources to advisors
- Provide advisor training
- Direct hall organization advisors on how to recruit and advise their individual organizations

### **National Residence Hall Honorary Responsibilities**

#### Supervisor

- Hold bi-weekly one on ones with executive board members
- Attend weekly executive board meetings and general body meetings
- Evaluate each executive board member's performance each semester
- Be present and provide supervision at all organization events
- Ensure that student timesheets and purchasing paperwork is being filled out correctly and turned into the Office Associate for Budget and Finance

#### Advisor

- Assist and provide guidance during recruitment and election of executive board members
- Advise weekly executive board meetings and general body meetings
- Oversee the development and implementation of programs
- Encourage the executive board to collaborate with other on-campus offices/student organizations for future programming efforts
- Work with the Treasurer to manage the budget and all expenditures
- Inform the housing staff about the Of The Month recognition process and timeline
- Familiarize self with the governing documents of the housing student organizations

### Training

- Plan student leadership training with the Area Coordinator for Community Development
- Create other training opportunities as needed throughout the school year

### Conferences

- Attend housing student leadership state, regional, and national conferences, including but not limited to: SAACURH (Fall), No-Frills (Spring), MARHS (Spring) and NACURH (Summer)
- Provide guidance to the National Residence Hall Honorary-Representative and National Residence Hall Honorary-Representative In Training about bid writing on the state, regional, and national level

- Ensure the organization is re-affiliated with NACURH

## **Resident Advisor Association Responsibilities**

### **Supervisor**

- Attend weekly executive board meetings and general body meetings
- Be present and provide supervision at all organization events
- Ensure that purchasing paperwork is being filled out correctly and turned into the Office Associate for Budget and Finance
- Manage the budget and track all expenditures
- Ensure approved purchases are completed in a timely manner

### **Advisor**

- Assist and provide guidance during recruitment and election of executive board members
- Advise weekly executive board meetings and general body meetings
- Oversee the development and implementation of programs
- Encourage the executive board to collaborate with other on-campus offices/student organizations for future programming efforts
- Work with the Associate Director for Administrative Operations to turn in lock-out forms
- Familiarize self with the governing documents of the housing student organizations

## **Additional Responsibilities**

### **Team Builder and Supervisor**

- Assist in training as needed
- Contribute to the professional growth of colleagues by sharing ideas, participating on committees, providing constructive criticism to peers, and experimenting with new concepts and programs
- Conduct regular one on ones with staff members in order to assure personal oversight within the residence hall

### **Educator**

- Foster an impartial attitude toward persons regardless of race, color, religion, national origin, gender, sex, sexual orientation or group affiliation, age, disability, or veteran status
- Utilize campus resources such as offices and organizations in order to provide a well-rounded on-campus learning environment
- Attend weekly residence life staff meetings and provide relevant updates about student organizations
- Provide relevant updates from weekly residence life staff meetings to student organization meetings

### **Crisis Manager**

- Provide leadership during any crisis in the residence hall including, but not limited to, injuries, fire alarms, natural disasters, facility emergencies, etc.
- Become familiar with and follow all institutional and departmental guidelines regarding emergencies
- Coordinate efforts during a crisis with appropriate university departments, such as the Dean of Students and Campus Police, and community agencies, such as the Starkville Fire Department
- Whenever possible, seek to ensure an environment that is secure for residents and staff
- Participate in week-long emergency duty rotations for residence halls within the residential zones on-campus
- Attend bi-weekly Dean of Students meetings

### **Counselor**

- Take a proactive interest in the personal development of residents including areas of interpersonal relationships, development of autonomy and management of emotions
- Serve as an advisor and counselor for academic and personal concerns
- Be familiar with the resources available to students and make referrals when appropriate

- Coordinate with the Dean of Students' Office in handling conduct incidents and situation reports
- Keep all files confidential
- Mediate student conflicts

#### Administrator

- Be familiar with university policies, procedures, and forms. Interpret these to students as needed
- Be familiar with and implement a fair and consistent application of university regulations as they relate to standards of behavior
- Serve in assigned departmental committees
- Attend all relevant departmental trainings
- Perform all other duties as assigned

#### **How to apply:**

Interested candidates should send their resume, cover letter, unofficial transcript, and references to Dante Hill at [dhill@saffairs.msstate.edu](mailto:dhill@saffairs.msstate.edu) the deadline to apply is February 15, 2017.

#### **Additional Information**

Employment is a ten-month period, beginning in early July and ending in mid-May. Summer employment may be necessary for academic program and departmental training planning. Graduate Residence Directors must be able to work both fall and spring semesters of an academic year. Residence Directors observe the same holidays as students; however, they are expected to remain on campus until the halls close before any holiday period and should return to campus prior to the hall re-opening following the holidays. Residence Directors may be required to work holidays such as Spring Break, Fall Break, and Thanksgiving Break. Residence Directors may not hold other jobs or assistantships. Residence Directors will serve a maximum of three years in this position.

The Graduate Student for Student Leadership must be willing to commit a significant amount of time to the position. Some specific time requirements are daytime and evening meetings and special hall/campus events that require staff support. Additionally, the very nature of the position requires that the Graduate Assistant for Student Leadership be available to residents and staff. As a result, a Graduate Assistant for Student Leadership is expected to spend the majority of their time in the residence halls.

#### **Compensation**

Furnished apartment within the residence hall, full tuition waiver (in-state or out-of-state) except minimal university fees, stipend paid twice a month, meal plan, professional development funds when available, and access to free laundry facilities. The compensation for the Graduate Assistant for Student Leadership, including all benefits, is a package worth up to \$50,000/year.

#### **Disclaimer**

Discrimination based on race, color, ethnicity, sex (including pregnancy and gender identity), religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran and or any other status protected by state or federal law is prohibited in all employment decisions.