

**OFFICE OF UNIVERSITY HOUSING
WARRENSBURG, MISSOURI
GRADUATE ASSISTANT
UNIVERSITY HOUSING EDUCATION & INCLUSION
JOB DESCRIPTION**

The Office of University Housing at University of Central Missouri is dedicated to building an environment in the residence and Greek Life system which facilitates the educational and personal development of students and fosters an inclusive environment. This mission guides a system which accommodates approximately 3600 residents of University Housing and the 1000 students within the Greek Life system.

Housing's education and inclusion efforts involve expanding the personal knowledge and growth of all levels of staff within University Housing. This is accomplished in formal educational actions, personal interactions, policies and procedures and on-going efforts.

This position will report to different supervisors, An Assistant Director of Residence Life will be the primary supervisor, with committee chairs also directing the work of this graduate assistant positions.

This is a required live in position.

EDUCATION RESPONSIBILITIES

1. Assist with training of various levels of staff on successful implementation of the M.U.L.E.S Community Development model and expectations.
2. Serve on the Residential Education Committee for the department.
3. Conduct assessments/research to assist with planning and fostering the personal and professional growth needs on educational work of the department.
4. Assist with developing the direction of SHIP program and future Learning Communities.
5. Other duties as assigned.

INCLUSION RESPONSIBILITIES

1. Assist with training of various levels of staff on the issues of diversity and inclusion.
2. Serve on the Diversity & Inclusion Committee for the department.
3. Conduct assessments/research to assist with planning and fostering the personal and professional growth needs on the issues of diversity and inclusion for the department
4. Serve as an advocate for residents to foster an environment of safe and inclusive living on campus.
5. Other duties as assigned.

STUDENT DEVELOPMENT RESPONSIBILITIES

1. Facilitates the development of an environment which stimulates student responsibility and accountability.
2. Consults and advises students on an individual and small group basis. Refer students to appropriate resources or helping agencies.
3. Presents/facilitates programs to Housing residents/staff and other groups of campus.
4. Eat meals in the dining halls to interact with residents/students and assist in monitoring the dining hall experience.

ADMINISTRATIVE RESPONSIBILITIES

1. Communicates regularly with office personnel, and other University officials.
2. Accurate and timely completion of paper work associated with the position.
3. Serve as on call duty person for all residence halls.
4. Remains on campus during certain weekends: closed weekends, opening/closing weekends, and specified weekends as designated by the Office of University Housing. Also, with one-half of the area leadership must remain on campus each weekend.
5. Maintains regularly scheduled office hours each week.
6. Performs special duties requested by the Director and Assistant Director and the Office of University Housing (i.e. committee work reports, etc.).
7. Maintains a close working relationship with the support staff.

QUALIFICATIONS

- Bachelor's degree completed by July 1.
- Enrollment in the College Student Personnel Administration graduate program
- Minimum 3.00 undergraduate cumulative grade point average preferred (cannot be below 2.70).
- Must be able to respond to emergency situations quickly.
- Mobility throughout the housing system is essential.

REMUNERATION

Salary - \$3750/semester. Additionally, Graduate Assistants receive a furnished apartment and board plan while classes are in session, a graduate scholarship and a student parking permit.

EMPLOYMENT DATES

July 27 to May 14

(The Graduate Assistant Contract from the Graduate School begins the week before classes for the Fall semester and the first day of classes for the Spring semester.)

Dates outside of the Graduate School's Graduate Assistant Contract are due to Housing's work prior to student arrival. Additional compensation for this work may be provided.

APPLICATION PROCEDURES

Application material should include:

1. Apply and be accepted to UCM Graduate School and College Student Personnel Administration
2. Apply for Assistantship on-line at jobs.ucmo.edu/hr

Questions regarding the position and selection process should be directed to:

Alan Nordyke
Director of Residence and Greek Life
Office of University Housing
Ellis Complex - L23
Warrensburg, MO 64093
Nordyke@ucmo.edu
660-543-4515

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