

**OFFICE OF UNIVERSITY HOUSING  
WARRENSBURG, MISSOURI  
GRADUATE ASSISTANT  
HOUSING OPERATIONS & NATIONAL PAN-HELLENIC COUNCIL  
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. This mission guides a system which accommodates approximately 3600 residents of University Housing and the 1000 students within the Greek Life system.

The Housing Operations area is responsible for all aspects of assignments, billings, facility operations and tasks associated with accounting for occupancy. The emphasis for the Housing Operations responsibilities will be tasks related to the benefit for the entire Housing system and involve multiple tasks of record keeping, administrative functions, facilities monitoring, and other tasks as assigned.

The Fraternity/Sorority community currently consists of 8 of the 9 NPHC Chapters with approximately 50-100 students involved with NPHC chapters. The emphasis of the NPHC responsibilities of the position is to provide leadership and direction NPHC organization, officers, chapter leadership and to all students involved in NPHC chapters. Additional responsibilities include assist with advising Greek honorary groups and all community projects, outreach and counseling of students and problem solving.

This position will report to two supervisors, The Director of Housing Operations & Facilities and the Assistant Director of Residence & Fraternity/Sorority Life.

This is a required live in position.

**HOUSING OPERATIONS RESPONSIBILITIES**

1. Assist with Housing Operations area inclusive of the room assignment process, set up of the housing computer system, and coordination of the early arrival database.
2. Assist with the Housing Facilities area inclusive of building tours and inventories as well as open work order review.
3. Other duties as assigned.

**GREEK LIFE RESPONSIBILITIES**

1. Assist the advisement of the Greek governing council (National Pan-Hellenic).
2. Advise one of the Greek Life leadership groups (Order of Omega, Rho Lambda, judicial boards, Big Pink).
3. Assist in planning and advisement of Greek Week.
4. Work closely with Assistant Director on Greek Life functions (educational programs etc.).
5. Assist with compiling and updating Greek membership cards and records and semester reports of NPHC chapters.
6. Other duties as assigned.

**STUDENT DEVELOPMENT RESPONSIBILITIES**

1. Facilitates the development of an environment which stimulates student responsibility and accountability within the NPHC and the Greek system.
2. Oversees, advises, and assists in the planning of programs with students of NPHC. Such programs must consider the developmental needs of students, the coordination with classroom learning, and the broad educational emphasis.
3. Consults and advises students on an individual and small group basis. Refer students to appropriate resources or helping agencies.
4. Facilitates weekly NPHC meetings, executive officer meetings and chapter leadership individual meetings.
5. Assists in establishing a positive working relationship between the University and the NPHC.
6. Identifies and articulates individual goals by the end of the first month of employment.
7. Presents/facilitates programs to Housing residents/staff and other groups of campus.
8. 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.
- NPHC Greek affiliation preferred.

## **REMUNERATION**

Salary - \$3750/semester. Additionally, Residence Hall Directors 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 Program
2. Apply for Assistantship on-line at [jobs.ucmo.edu/hr](http://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](mailto:Nordyke@ucmo.edu)  
660-543-4515

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