

**OFFICE OF UNIVERSITY HOUSING  
WARRENSBURG, MISSOURI  
GRADUATE ASSISTANT  
RESIDENTIAL LEADERSHIP  
JOB DESCRIPTION**

The Office of University Housing at the University of Central Missouri is dedicated to building an environment in the residence system which facilitates the educational and personal development of students. This mission guides a system which accommodates approximately 3,000 students within 16 residence halls and apartment complexes. University Housing is committed to the development of residential student leadership. The residential student leadership structure includes United Student Housing Association (USHA), National Residence Hall Honorary (NRHH), Hall Councils, and the departmental Housing Leadership Committee.

The Graduate Assistant for Residential Leadership provides support and direction to students involved with the Housing leadership areas. This role will be responsible for co-advising of USHA and NRHH, student leadership training and development, as well as one-to-one advising with various student leaders within the organizations. Reporting directly to the Assistant Director for Resident Leadership and Housing Initiatives, the Graduate Assistant for Residential Leadership is an essential member of the leadership team in the Office of University Housing.

**STUDENT LEADERSHIP & ADVISING**

1. Assist in the advising of United Student Housing Association and National Residence Hall Honorary
2. Attend Executive Board and General Assembly meetings as established by USHA and NRHH
3. Meet one-on-one weekly or as needed with Committee Chairs within USHA and NRHH
4. Assist in the facilitation of fall/spring training and retreats of USHA and NRHH Executive Boards
5. Design and implement on-going training and development for executive board members and Hall Council Advisors
6. Serve as conference delegation Advisor as requested by the department
7. Provide positive leadership to student leadership by communicating, interpreting, and administering residence hall and University policies and procedures
8. Other duties as assigned.

**STUDENT DEVELOPMENT RESPONSIBILITIES**

1. Facilitate the development of an environment which stimulates student responsibility and accountability within Housing leadership system
2. Become familiar with the rules, regulations, resources and constitutions of all Housing leadership organizations.
3. Consult and advise students on an individual and small group basis. Refer students to appropriate resources or helping agencies.
4. Assist in establishing a positive working relationship between University Housing and USHA/NRHH
5. Identify and articulate individual goals.
6. Serve as a member of the Housing Leadership Committee to plan and facilitate fall/spring student leadership training and development
7. Eat meals in the dining halls to interact with residents/students and assist in monitoring the dining hall experience.

## **ADMINISTRATIVE RESPONSIBILITIES**

1. Keep up-to-date records of USHA, NRHH, and Hall Council members including current contact information
2. Assist Assistant Director and respective executive board member with tracking and reconciliation of budgets as needed
3. Communicate regularly with office personnel, and other University officials.
4. Accurate and timely completion of paper work associated with the position.
5. Serve as on call duty person for all residence halls.
6. Remain on campus during certain weekends: closed weekends, opening/closing weekends, and specified weekends as designated by the Office of University Housing.
7. Maintain regularly scheduled office hours each week.
8. Perform special duties requested by Supervisor(s)
9. Maintain a close working relationship with the administrative assistant staff.
10. Other duties as assigned.

## **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.
- This is a required live in position.
- Past experience in residential leadership (RHA, NRHH, Hall Council) preferred

## **REMUNERATION**

Salary - \$3750/semester. 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 materials should include:

1. Apply and be accepted to UCM Graduate School and chosen Degree 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) Ph. 60-543-4515

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