

UNIVERSITY OF COLORADO COLORADO SPRINGS  
Job Description

**Graduate Assistant**  
**Residence Life and Housing**

Position Number: **TBD**

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**Both positions are tentative**

**Nature of Work**

The mission of the Office of Residence Life and Housing is to provide our students with a positive residential environment conducive to learning and personal growth, including a commitment to the maintenance and operation of the physical facilities of all student residential areas. Residence Life and Housing Operations are part of the Auxiliary Services Team and administratively reports to the Associate Vice Chancellor of Student Affairs.

Most positions within Residence Life and Housing can be considered as “generalist” because there is such a wide variety of skills and growth areas within the work. However, each position will most directly allow the Graduate Assistant to gain experience in the following ACPA/NASPA Student Affairs professional competencies:

- Advising and Helping (including Crisis Management)
- Human and Organizational Resources (Recruiting, Hiring and Conflict Resolution)
- Leadership (including Community Building and Planning)
- Student Learning and Development (including Wellness and Goal Setting)

The Residence Life and Housing Graduate Assistant Position is designed to give a graduate students extensive experience in the higher education field of Residence Life and Housing. Residence Life and Housing may adjust the responsibilities to meet the needs of the department given ability to hire more than one GA. Should Residence Life and Housing only employ one Graduate Assistant, the individual selected will be primarily focused on aspects of residence life such oversight of our academic commons. During the second year, the individual will continue to oversee the commons but will also gain experience by working on special projects in housing operations. Should two Graduate Assistants be selected, responsibilities of the second GA will focus on responsibilities in Housing Operations.

**Professional Field**

Student Services/Business Administration

**Supervision Received**

Both Director of Residence Life and the Director of Housing Operations are the appointing authority for this position. Should two positions be available, one GA will report to the Director of Residence Life and one GA will report to the Director of Housing Operations. Additional information will be available at the time of hire.

**Residence Life Responsibilities**

**Relationships**

- Position works closely with the Director of Residence Life and the Residence Hall Managers on collaboratively supporting academic initiatives within Residence Life.

- Position will work closely with Residence Hall Managers with the implementation of academic related programs, which further support our residential curriculum. As directed, position works with a variety of campus departments as it pertains to academic programs, such as the Excel Centers and Office of First Year Experience.
- Position will oversee two Academic Commons: one in Summit Village and a second in the Village at Alpine Valley.

### **Examples of Work Performed**

**Staff Supervision:** The Graduate Assistant will supervise approximately eight student Academic Learning Assistants (ALAs).

- Collaborate and assist Excel Centers on training of ALAs.
- Assist with recruitment and selection of ALAs.
- Assist with ongoing training and development of ALAs.
- Create & implement overall schedule for ALA's for each of the commons.

**Resident Conduct, Behavioral Education and Crisis Response:** The Graduate Assistant is responsible for working with residents found to be in violation of the Student Code of Conduct by:

- Facilitating student conduct hearings as requested.
- Assisting with the development of other forms of behavioral education.
- Responding to crisis situations in a timely and efficient manner, while maintaining appropriate levels of confidentiality.

**Assessment:**

- Review previous years' EBI survey results and assist with development of questions related to academic initiatives.
- Conduct other assessment (surveys, focus groups, etc.) as needed or requested to learn more about the needs of the residential community as it pertains to academic initiatives.

**Miscellaneous Duties:**

- Attend all staff training and staff meetings.
- All other duties as assigned by the Director of Residence Life.
- Serve on department and campus committees as assigned.

### **Housing Operations**

#### **Relationships**

- Special projects in Housing Operations will mostly depend upon the needs of the area at the time as well as the individual hired and their desire to learn particular aspects of housing operations. In general, the position would support projects associated with the Associate Director of Housing, the Office Coordinator, the Housing Occupancy Specialist, and the Customer Support Specialist to collaboratively support operations, office programming, desk management, training and staff development and the resident experience.

### **Examples of Work Performed**

**Housing Operations Special Projects:** During the second year the Graduate Assistant will primarily be working on special projects in Housing Operations. They will facilitate the resident experience through a variety of housing operations that range from prospective student programs, contacting new residents, move-in to move-out:

- Assist Associate Director and Housing Occupancy Specialist with housing software management, including data dives and report generation.
- Assist coordination of prospective programs with Student Recruitment and Orientation program with the Customer Support Specialist
- Facilitate operational procedures to include but not limited to fall and spring check in, winter break and spring closing as well as the room change process.
- Assist with ongoing parent and student communications.
- Assist with occupancy management and non-enrollment issues, including the annual resident housing renewal process.

Optional Summer Employment: The graduate assistant has the option of staying on for additional summer employment to assist with Summer Housing. The position would be paid an student hourly minimum wage rate from June 1<sup>st</sup> to June 30<sup>th</sup>.

- Assist with spring to summer resident transition
- Assist with summer to fall resident transition
- Train, supervise and evaluate approximately four summer Resident Assistants
- Participate in crisis rotation duty response as part of Residence Life professional staff team.

### **Knowledge, Skills, and Abilities**

- Considerable skill in planning and implementing educational and social activity programs in a higher education setting.
- Knowledge of personal computer software applications, including Microsoft Office and StarRez, and other online capabilities is a plus.
- Skills in providing training to individuals or groups; oral and written communication; and skill in establishing good working relationships and working across departmental boundaries.
- Ability to work effectively with ambiguity and in a fluid work situation.
- Basic knowledge of residential housing in higher education.
- Familiarity with theory and practice of student affairs and student development and the organization of higher education helpful but not required.

### **Minimum Requirements**

- This is a two-year commitment.
- Maintain full time enrollment in a graduate program at UCCS.
- Maintain a 3.0 or higher GPA, cumulative and semester.
- Bachelor's degree required.
- Excellent interpersonal skills.
- Excellent written and verbal communication skills.
- Required to live on campus in a single occupancy apartment.

### **Preferred Requirements**

- At least one year of experience as a student living in residential housing at an institution of higher education and involvement in campus life.
- Previous experience working in Residence Life and Housing.

### **Compensation**

Compensation for each position is comprised of the following:

- Positions will begin July 1<sup>st</sup> and will end May 31<sup>st</sup> each year.
- Stipend of \$6000.00 for 11 months of work, paid on the last working day of the month from July to May.
- On-campus apartment for the duration of position (as designated by the Directors of Residence Life and Housing Operations) complete with kitchen, internet service, and laundry. Valued of apartment and amenities is \$1000/month.
- The 30 Meal Plan, one each fall and spring semesters, valued at \$210 a semester (rates vary by semester) Meal plans are only valid during the fall and spring academic term.
- One annual resident parking permit.
- Tuition and fees assistance up to the equivalent of 15 in-state resident graduate credits per year. This offer is contingent upon meeting the enrollment requirements mentioned above. Enrollment will be monitored through the duration of the add/drop period and the tuition waiver will not be issued unless you are enrolled for the required minimum number of credit hours. Termination of employment by employer or employee may result in loss of tuition waiver.
- Compensation for this position does not include benefits, and the GA may not work, on average, more than 25 hours a week. The GA may not hold any other paid employment on any University of Colorado campus, including UCCS. **Additional off-campus employment must receive prior approval.**

#### **Source of Funding**

Housing Speedtype 42021401

#### **Background Check**

Successful candidate must pass a background check to include license and educational verification, prior employment verification, sex offender registry check, criminal history, driving history and credit history.

## Residence Life and Housing Organizational Chart

