

## Graduate Assistant for Residence Life Operations

### (Graduate Assistant)

The Graduate Assistant (GA) for Residence Life Operations (RLOps) works with the Assistant Director for Housing & Residence Life Operations to provide support the oversight of Community Center desks and support in the execution of large scale Residence Life Operations projects, including but not limited to Move-In Crew, Community Center Manager and Assistant training, Resident Assistant Recruitment and Selection, student staff payroll onboarding, and large scale departmental assessment efforts. These initiatives seek to integrate Housing & Residence Life's (HRL) five Core Values: Safety & Security, Learning & Education, Inclusive & Welcoming Communities, Discovery of Self, and Engagement and Connections into the residential experience.

The GA RLOps will work with many stakeholders, including student and professional staff, to ensure the success of the Community Center desks and additional large-scale Residence Life Operations projects. The successful candidate should have strong administrative skills, a desire to connect with student leaders, a professional attitude to work with faculty and staff, and the ability to manage multiple projects simultaneously.

### **Responsibilities**

#### Community Center Operations

- Each GA RLOps will serve as a liaison for one residential area's Community Center desks (one liaison for Towsontown, one for the Glen Complex, one for the West Village Apartments, and one for the West Village Houses).
- Each GA RLOps will hold a monthly meeting with the four Community Center Managers in their assigned area.
- Serve on the RLOps departmental committee.
- Report to the Assistant Director of Housing & Residence Life Operations in assisting in creating and delivering training sessions for Community Center student staff.
- Update and maintain the Community Center staff hub on SharePoint.

#### Residence Life Operations

- Report to the Assistant Director of Housing & Residence Life Operations in assisting in the coordination and implementation of move-in crew during fall opening.
- Report to the Assistant Director of Housing & Residence Life Operations in assisting in training departmental professional staff on upcoming procedures.
- Report to the Assistant Director of Housing & Residence Life Operations in assisting in at least one additional collateral project, which could include any of the following:

- Student Staff Recruitment and Selection
- Student staff payroll onboarding
- Annual Departmental assessment
- Departmental document and procedure tracking/recordkeeping
- Serve in a rotation that extends over university breaks and holidays from August – May.

Other Responsibilities

- Remain in good standing with the University by maintaining 3.0 grade point average and upholding University and housing policies.
- Be available for some night and weekend commitments as directed by supervisor.

Towson University is an equal opportunity/affirmative action employer and has a strong institutional commitment to diversity. Women, minorities, persons with disabilities, and veterans are encouraged to apply.

Minimum Qualifications

- ✓ Conferred Bachelor’s degree required at start of employment.
- ✓ Admitted to a graduate degree program.
- ✓ Commitment to fostering residential engagement and connection by supporting the staff and operations of the Community Center desks.
- ✓ Commitment to building diverse and inclusive communities.

Preferred Qualifications

- ✓ Strong administrative skills.
- ✓ Highly adaptable with a strong desire to learn.
- ✓ Ability to communicate thoughts with clarity, demonstrate active listening, and ask appropriate questions.
- ✓ Demonstrate a high level of integrity by assimilating personal with department values.
- ✓ Experience with student advising and advocacy.

Benefits Package

Stipend	\$12,000 per academic year (paid in bi-weekly installments)
Tuition Waiver	Academic Year – up to 12 credits per semester
Contract Length	10 months with 20 hours per week during the academic year.  There may be an opportunity to continue work through the summer at an hourly rate or for a six-credit tuition waiver.
Other	<ul style="list-style-type: none"> <li>● Fully furnished apartment with the ability to have a household member</li> </ul>

	<ul style="list-style-type: none"><li>• One university meal plan (fall and spring semester)</li></ul>
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