

Leadership Development Graduate Assistant

(Graduate Assistant)

The Leadership & Development Graduate Assistant (GA) will be the primary advisor for University Residence Government (URG) and National Residence Hall Honorary (NRHH) under the supervision of the Assistant Director of Residential Education. As an advisor, the GA will provide mentorship and guidance to these groups to ensure they are enhancing the residential experience and developing as leaders. The Leadership & Development graduate assistant will also aid Housing and Residence Life (HRL) in other efforts, including supporting the Residential Engagement Committee. The successful candidate should have a strong desire to foster personal connections with student leaders.

- University Residence Government (URG) is an organization that represents all on-campus residents by hosting events, advocating for change, and making the residence halls a place to call home. URG is led by an executive board that represents all residential students and oversees Building Councils who are elected by students in each residence hall.
- The National Residence Hall Honorary (NRHH) is the premiere student leadership organization focused on promoting recognition and philanthropy within the residence halls. NRHH is comprised of exemplary residential student leaders who seek to appreciate the unseen and unspoken dedication in the residence halls. NRHH also seeks to engage with and give back to the TU community.

Responsibilities:

University Residence Government Advising

- Advise the URG executive board, including attending executive board meetings and general assemblies and scheduling regular one-on-one meetings with the president
- Develop and implement leadership training opportunities for the URG executive board and other HRL student leaders
- Assist URG executive board in planning and events and initiatives for on-campus students, ensuring HRL protocols regarding events and purchasing are observed
- Connect URG executive board with HRL staff and other stakeholders to promote advocacy efforts
- Facilitate the marketing and elections process for Building Councils in each residence hall
- Support Residence Life Coordinators with needs relating to Building Council
- Remain up to date with ongoing and announcements from the National Association of College & University Residence Halls (NACURH)

National Residence Hall Honorary Advising

- Advise the National Residence Hall Honorary, including attending regular executive board meetings and one-to-one meetings with the president.
- Support the executive board in the process of marketing membership, selecting applicants, and inducting new members.
- Assist the NRHH executive board in planning events and initiatives for on-campus students, ensuring HRL protocols around events and purchasing are observed
- Coordinate with HRL staff to promote the submission of "Of the Month" (OTM) award nominations at all levels of the department
- Curate service opportunities in which NRHH members can participate
- Assist with the marketing and delivery of NRHH care packages

Other Responsibilities

- Attend department trainings and professional development workshops.
- Participate in regular one-on-one meetings with supervisor
- Assist the Assistant Director of Residential Education with coordinating and implementing the move-in crew process
- Plan, coordinate, and implement opening events in each residential area with the support of the Residential Engagement Committee and other graduate assistants.
- Collaborate with Health Services to serve on the Inside Scoop planning committee
- 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 by supporting students through multiple aspects of their collegiate experience.
- ✓ Commitment to building diverse and inclusive communities.

Preferred Qualifications

- ✓ Experience with student advising and advocacy, helping skills, and large-scale programming.
- ✓ 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.

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 Benefits	Fully furnished apartment with the ability to have a household member, meal plan; access to many Towson University services.

How to Apply

All applicants must submit a cover letter, résumé, and a list of three references to hrljobs@towson.edu.

Check Us Out!

HRL Website: [TU HRL](#)



Towson University Housing & Residence Life

Housing and Residence Life fosters spaces where all residents succeed academically, develop their sense of self, and learn the value of engaging in community. We transform the residential experience by investing in the power of innovation, equity, inclusion, and collaboration.

Our Core Values:

Safety & Security

Learning & Education

Engagement & Connection

Discovery of Self

Inclusive & Welcoming Communities

Check us out online at:
www.towson.edu/studentlife/housing/campus/housing-residence-life/