Overview of the Position

I. **Position Summary:** The graduate assistant works with a residence life coordinator to provide oversight, support, and development to one of NC State's residential communities. In this role, the graduate assistant serves as a co-supervisor of resident advisors, advises a residential council, and positively shapes the environment, engagement, and experiences of their assigned community.

I. **NC State Graduate Assistantship Type:** This position is classified as a graduate services assistant as defined by the Graduate School at NC State. If duties and responsibilities are expanded to support coursework and serve as an instructor or teaching assistant, this position may be reclassified as a graduate teaching assistant to meet the criteria identified by the graduate student support plan (GSSP).

II. **Employment Dates:** Employment in this position is for one academic year. Individuals hired can request to return through the yearly request to return process.
   A. **Start date:** Sunday, July 23, 2023 (5:00 p.m.)
   B. **End date:** Friday, May 10, 2024 (5:00 p.m.)

III. **Work Schedule:** Hours for the position vary between the academic year, training, and periods when the residential communities are closing or opening.
   A. **Average hours during the academic year:** The position averages 20 hours a week. The 20 hours a week is completed at various times of the day including NC State's business hours, evenings, and weekends. The specific work schedule is negotiated between the graduate assistant and residence life coordinator with the approval of the assistant director for the area where the assigned community is located.
   B. **Hours during training and move-in and move-out periods:** The position averages 35 hours a week for the first two weeks of employment. Specific hours vary to meet the operational needs of the department.

IV. **Work Location:** Position duties and responsibilities are performed on-site and in-person within NC State's residential communities in Raleigh, North Carolina. **This position is required to live on-campus in an assigned apartment.**

V. **Supervisor:** The graduate assistant reports to a residence life coordinator.

Duties and Responsibilities

I. **Supervision and Residential Community Oversight**
   A. Supervise, advise, train, evaluate, and select resident advisors, including professional development and creating a sense of team in partnership with a residence life coordinator.
   B. Develop positive interpersonal relationships with residents, be available and visible to residents with an assigned community, and become familiar with NC State resources and communicate those to residents.
   C. Assist in the development and implementation of goals for the residential community, assigned team, and the department.
A. Meet with village directors and graduate assistants within the village's residential community to promote ongoing communication, collaboration, and support for residents.

II. Resident Engagement and Education

A. Assist residence life coordinator at the implementation of University Housing's Residential Education Model (REM) including understanding interests and needs of residents, coaching resident advisors as they build community.
B. Participate and support resident advisors in the development, evaluation, planning, and implementation of programs, activities, and events.
C. Advise the assigned community's residential council including providing support to the Inter-Residence Council and National Residence Hall Honorary.
A. Collaborate with campus partners and University Housing staff including village directors, graduate assistants, and village mentors to create and facilitate activities, events, and programs.

III. Resident Behavior and Support

A. Understand, clearly communicate, and support local, state, and federal laws; University Policies, Code of Student Conduct; Community Standards; and University Housing procedures to NC State’s residents, guests, staff and stakeholders.
B. Conduct meetings with students with alleged violations to policies or community standards and determine the outcomes or results, provide referrals, and/or educational sanctions where appropriate.
C. Serve in an on-call duty rotation to support approximately 4,500 residents; including during University breaks to respond to emergencies, crises, and community needs.
D. Follow emergency procedures to report crises, incidents, and emergencies with an ethic of care and refer residents to appropriate resources.
E. Collaborate with campus partners to connect with residents and provide resources to sustain an inclusive living and learning environment and to support the overall wellness of residents.

IV. Facilities Management

A. Facilitate Health and Safety Inspections with student staff in accordance with University Housing and Fire and Life Safety’s policies and protocols.
B. Ensure residential facilities are well-maintained by communicating facility, maintenance, and safety issues; including, sharing information about student needs and recommendations.
C. Develop and maintain a positive collaborative working relationship with University Housing’s facilities team and NC State’s housekeeping team.

V. Inclusion

A. Take personal and collective responsibility to use inclusive decision-making to advance and embed equity, diversity, inclusion, and belonging into all work at NC State.
B. Actively seek out different perspectives, new voices and ideas that reflect the full diversity to NC State’s stakeholders and community members.
C. Anticipate and meet the needs of the full diversity of students, faculty, and staff. Advocate and model acceptance, appreciation, and response for all residents.

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D. Interact with all residents regardless of cultures, beliefs, values, or identities; including race, ethnicity, gender, gender expression, sexual orientation, socioeconomic status, ability, ideology, religion, and national origin.

VI. Administrative and Organizational

A. Coordinate and oversee the administrative responsibilities and processes of the residential community in an accurate and timely manner, including; occupancy verification, room change requests, damage billing, community transitions, residential education reporting, and resident behavior and support reporting.

B. Manage assigned budgets including budget tracking, reconciliation, and following all NC State business and finance policies.

C. Complete all other administrative duties and responsibilities to meet the needs of the residential area, University Housing, the Division of Academic and Student Affairs, and NC State.

VII. Departmental

A. Attend all required training, continuing education experiences, professional development experiences, outreach events, and meetings as identified.

B. Participate in departmental teams, committees, or project groups.

C. Assist with all University processes; including move-in, transitions, closing, and other departmental initiatives as needed and identified.

VIII. Other Work and Compliance

A. Complete all duties as assigned to support NC State's operations including but not limited to; working at service desks, assisting with mail operations, and during emergency or inclement weather events.

B. This position must handle confidential information appropriately and is bound by the Family Educational Rights and Privacy Act (FERPA). This position is also a Campus Security Authority (CSA) under the Clery Act as well as reporting responsibilities under Title IX for any crimes or incidents of sex discrimination of which they are made aware. In addition to reporting, training is required for these designations.

Eligibility Requirements, Prerequisite Knowledge, and Skills

To qualify for the position, an individual must be enrolled at NC State and meet the following eligibility requirements:

I. Enrollment: Admitted into any academic program within the Graduate School in full graduate standing, enrolled full-time in the fall and spring semesters, and be in good academic standing (i.e. 3.000 grade point average or higher). Additional information related to eligibility, definition, responsibilities, and benefits of assistantships is located in section 4.1 of the NC State Graduate Catalog.

II. University Disciplinary Charges or Sanctions: Students are not eligible for the position if; at the time of the employment offer, the start of employment, and during employment:

A. They are on Academic Integrity Probation for less than one complete Fall or Spring semester related to academic misconduct as identified in the Code of Student Conduct; or,

B. They have any active sanctions for non-academic misconduct as identified in the Code of Student Conduct.
II. **Driver’s License**: Maintain a valid North Carolina driver’s license during employment, obtain one within 60 days of employment.

III. **Terms and Conditions of Employment**: Read, understand, and agree to the position's terms and conditions of employment before beginning employment.

### Compensation and Resources for the Position

The total compensation and resources for individuals who begin work on the official start date and conclude employment on the official end date:

I. **Stipend** $12,000.00
   Taxable income paid biweekly during the employment dates

II. **Dining Dollars** $1,000.00
    $500 distributed in the Fall and Spring semesters

III. **Value of Technology** $376.00
    ResNet/internet and streaming/cable

IV. **Value of Housing** $8,100.00
    Assigned one-bedroom apartment within a residence hall

V. **Value of Insurance** $2,616.00
    UNC System Student Insurance for the Fall and Spring semesters

VI. **Value of Tuition** $9,095.00
    In-state tuition waiver for the Fall and Spring semesters

**Total value of all compensation and resources** $33,187.00

Compensation and resources for the position are prorated for anyone who begins employment after the official start date or concludes employment before the official end date of employment.

### Affirmative Action / Equal Opportunity Employment

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.

If you have general questions about the application process, you may contact University Housing via email at housingjobs@ncsu.edu. Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919-515-3148 or email ada_coordinator@ncsu.edu.

Final candidates are subject to criminal & sex offender background checks. NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

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