Overview of the Position

I. Position Summary: The graduate assistant is a member of University Housing’s team who assists with the creation and management of projects to support the Residential Education Model (REM); recruitment, selection, and training of student staff; and supporting residential leadership initiatives. Working on a team and independently, this position is responsible for data management, leading others to accomplish department goals and assisting with special projects to maximize the department's effectiveness.

II. 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).

III. 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.)
   A. End date: Friday, May 10, 2024 (5:00 p.m.)

IV. Work Schedule: Hours for the position vary between the academic year, training, and periods when the residence halls 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 supervisors with the approval of the director or associate director within residential learning.
   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.

V. Work Location: Position duties and responsibilities are performed on-site and in-person within NC State's residential communities in Raleigh, North Carolina.

VI. Supervisor: The graduate assistant reports to the associate director for residential learning.

Duties and Responsibilities

I. Residential Education
   A. Provide assistance in the continued development, implementation, evasion, and review of University Housing’s REM.
   B. Review, audit, and create reports activities, events, and programs designed to support REM.
   C. Create, manage, and facilitate training, learning, and development opportunities associated with the residential curriculum; including: e-learning, video development, emails, training documents, and other strategies as identified to support staff's ability to implement the REM.
D. Provide coaching and direction to University Housing’s staff as they apply the department’s approach to residential education to their communities and living and learning villages.

E. Frequently review literature and research associated with residential education to assist University Housing’s development of residential education.

F. Manage and create resources designed to support residential education including the use of Moodle, Google Sites, and other tools as identified.

G. Lead committees or task forces to create, edit, and review facilitation guides for activities, events, and programs associated with the REM.

H. Support the auditing and review of the implementation of REM among residential communities and living and learning villages using data collection and other identified methods.

I. Assist in the creation of activities, events, and programs in response to evolving student needs in response to student feedback or institutional trends.

II. Assessment and Evaluation

A. Review data associated with the REM, including: activity, event, program proposals; PackChat submissions; participant lists; and general feedback from communities and living and learning villages.

B. Provide summary review of the REM including recommendations of strategies to initiate or sunset.

C. Conduct benchmarking initiatives to assist with residential education, recruitment, selection, leadership, and training decision-making.

D. Support University Housing, the Division of Academic and Student Affairs, and NC State’s reporting requirements by reviewing data and completing necessary reports as identified.

III. Assessment and Support

A. Serve as a member of the teams responsible for recruitment, selection, training, and leadership; completing responsibilities as identified with planning, implementation, and evaluation.

B. Assist in the management of staff access to learning management systems sites.

C. Assist advisors to the Inter-Residence Council and National Residence Hall Honorary as needed with elections processes, trip attendance, and assessment of the resident experience for those engaged with the identified organizations.

D. Review recruitment, selection, training, and leadership processes and identify any conflicts with the timing of activities, events, and programs as outlined within the REM.

E. Recommend technology and resources to support the effectiveness of the REM, recruitment, selection, training, and leadership. Support the associate director with the assessment, evaluation, and review of the recruitment, selection, training, and leadership experiences; including, conducting interviews, managing surveys, facilitating focus groups, using other formative assessment practices, and evaluating data.

IV. 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.

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C. Anticipate and meet the needs of the full diversity of students, faculty, and staff.
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.

V. Administrative and Organizational
A. Coordinate and oversee the administrative responsibilities and processes for residential education, recruitment, selection, training, and leadership in an accurate and timely manner, including; 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 University Housing, the Division of Academic and Student Affairs, and NC State.
D. Meet with internal stakeholders to promote ongoing communication, collaboration, and support for residents.

VI. 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.

VII. Other Work and Compliance
A. Understand and follow emergency procedures to report crises, incidents, and emergencies with an ethic of care and refer residents to appropriate resources.
B. 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.
C. 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 and Qualifications

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.

I. 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:

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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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Stipend</td>
<td>$16,000.00</td>
<td>Taxable income distributed and paid biweekly</td>
</tr>
<tr>
<td>II. Dining Dollars</td>
<td>$1,000.00</td>
<td>$500 distributed in the Fall and Spring semesters</td>
</tr>
<tr>
<td>III. Value of Insurance</td>
<td>$2,616.00</td>
<td>UNC System Student Insurance for the Fall and Spring semesters</td>
</tr>
<tr>
<td>IV. Value of Tuition</td>
<td>$9,095.00</td>
<td>In-state tuition waiver for the Fall and Spring semesters</td>
</tr>
<tr>
<td></td>
<td><strong>$28,711.00</strong></td>
<td><strong>Total value of all compensation and resources</strong></td>
</tr>
</tbody>
</table>

Compensation and resources for the position are prorated for any student 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.

*Updated November 2022*