Graduate Assistant, Residence Life | Position Description

Overview of the Position

I. **Position Summary:** The graduate assistant works with a residence life coordinator to provide oversight, support, and development to a residential community. In this role, the graduate assistant co-supervises resident advisors, advises a residential council, and positively shapes life on campus by supporting residents and creating engaging experiences to promote a sense of belonging.

II. **Graduate Assistantship Type:** NC State’s Graduate School defines this position as a graduate services assistant.

III. **Work Location:** The graduate assistant completes duties and responsibilities in Raleigh, North Carolina, on-site and in-person within NC State’s residential communities. During employment dates, the graduate assistant may participate in limited travel to support resident activities or professional development experiences. This position is required to live on campus in an assigned apartment.

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

Employment Dates and Work Schedule

I. **Employment Dates:** Employment is for one academic year. Individuals hired can request to return through the yearly request-to-return process.
   
   A. **Start date:** Monday, July 22, 2024
   
   B. **End date:** Friday, May 9, 2025.

II. **Work Schedule:** Hours for this position vary between training, the academic year, periods when residential communities close or open, and when completing department-wide responsibilities. The graduate assistant completes specific position duties and functions during NC State’s business hours, evenings, and weekends to support residents, the on-campus experience, and operational needs. The position averages 20 hours of work per week throughout the academic year. During training, move-in, move-out, and the completion of department-wide responsibilities, the position averages 35 hours per week.

Duties and Responsibilities

I. **Supervision and Residential Community Oversight**

   A. Co-supervise, advise, train, evaluate, and select resident advisors; facilitate professional development experiences and create a sense of team in partnership with a residence life coordinator.

   B. Develop positive interpersonal relationships with residents, be available and visible, become familiar with NC State resources, and share the resources with residents.
C. Assist in developing and implementing goals for the residential community, assigned team, and the department.

A. Meet with program/village directors and graduate assistants to promote ongoing communication, collaboration, and resident support.

II. Resident Engagement and Education

A. Assist the residence life coordinator with implementing University Housing's Residential Education Model (REM), including understanding the interests and needs of residents and coaching resident advisors as they develop the community.

B. Participate and support resident advisors in developing, evaluating, planning, and implementing programs, activities, and events.

C. Advise a residential council, including supporting the Inter-Residence Council and National Residence Hall Honorary.

A. Collaborate with campus partners and University Housing staff, including program/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. Meet with students with alleged policy or community standard violations, determine the outcomes or results, and provide referrals and educational sanctions where appropriate.

C. Serve in an on-call duty rotation, including responding to emergencies, crises, and community needs in support of 4,500 residents during evenings, weekends, holidays, and breaks.

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 a sense of belonging and a positive environment supporting residents’ wellness.

IV. Facilities Management

A. Facilitate health and safety Inspections with student staff following University-identified policies and procedures.

B. Ensure residential facilities are well-maintained by communicating maintenance issues and advocating for residents by sharing their needs and recommendations.

C. Develop and sustain a collaborative relationship with facilities, maintenance, and housekeeping teams.
V. Administrative and Organizational

A. Coordinate and oversee the administrative responsibilities, processes, and reporting within the residential community accurately and timely, including occupancy verification, room change requests, damage billing, community transitions, residential education, and resident behavior and support.

B. Manage assigned budgets, including tracking, reconciliation, and following all institutional business and finance policies.

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

VI. Departmental

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

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

C. Participate in University processes, including move-in, transitions, closing, and other departmental-wide responsibilities as needed and identified.

VII. Other Work and Compliance

A. Complete all duties as assigned to support institutional operations during emergencies 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 and Qualifications

To qualify for the position, an individual must meet the following eligibility requirements:

I. Enrollment: Admitted into an academic program within the Graduate School, enrolled full-time in the fall and spring semesters, and good academic standing as identified 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 Fall or Spring semester related to academic misconduct as identified in the Code of Student Conduct.

   B. They have any active sanctions for non-academic misconduct as identified in the Code of Student Conduct.
III. **Driver's License:** Obtain a valid North Carolina driver's license within 60 days of employment and maintain the driver's license during employment as a graduate assistant.

IV. **Terms and Conditions of Employment:** Read, understand, and agree to the position's employment terms 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>Resource</th>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipend</td>
<td>$14,000.00</td>
<td>The total amount paid during the employment period.</td>
</tr>
<tr>
<td>Dining Dollars</td>
<td>$2,000.00</td>
<td>$1,000 distributed in the Fall and Spring semesters</td>
</tr>
<tr>
<td>Value of Technology</td>
<td>$376.00</td>
<td>ResNet/internet and streaming</td>
</tr>
<tr>
<td>Value of Housing</td>
<td>$8,600.00</td>
<td>Assigned on-campus one-bedroom apartment</td>
</tr>
<tr>
<td>Value of Insurance</td>
<td>$2,785.00</td>
<td>UNC System Student Insurance for the Fall and Spring semesters</td>
</tr>
<tr>
<td>Value of Tuition</td>
<td>$9,459.00</td>
<td>In-state tuition waiver for the Fall and Spring semesters</td>
</tr>
</tbody>
</table>

$36,220.00 Total value

Any graduate assistant employed after the official start date or concluding employment before the end date receives their stipend, dining dollars, the value of technology, and the value of housing prorated based on their actual start or end dates. University Housing reports the value of dining dollars, technology, and housing to the Office of Scholarships and Financial Aid.

**Affirmative Action and 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.

For general questions about the application process, contact University Housing via email at housingjobs@ncsu.edu. Individuals requesting reasonable accommodations as defined by the Americans with Disabilities Act (ADA) should request an ADA accommodation through the Office of Institutional Equity and Diversity.