Overview of the Position

I. Position Summary: The graduate assistant supports developing, implementing, and evaluating University Housing's Residential Education Model (REM). In this role, the graduate assistant works closely with a team responsible for facilitating the recruitment, selection, and training of student staff while also supporting residential leadership initiatives. This position also works independently and in small groups with significant responsibilities associated with data management, leading others to accomplish department goals, and assisting with projects to maximize the department's effectiveness.

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.

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

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. Residential Education
   A. Assist with reviewing, editing, evaluating, and implementing REM.
B. Write, edit, and review facilitation guides for activities, events, and programs aligned with REM.
C. Collaborate with University Housing and department stakeholders to develop activities, events, and programs to support REM and residents’ evolving needs and in response to student feedback.
D. Create, manage, and facilitate training, learning, and development opportunities associated with REM; including e-learning, video development, emails, training documents, learning management systems, and other strategies to support REM’s implementation.
E. Frequently review literature and research associated with residential education to assist University Housing’s development of residential education.
F. 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.

II. Assessment and Evaluation

A. 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.
B. 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.
C. Provide a summary review of the REM, including recommendations of strategies to initiate or sunset.
D. Conduct benchmarking initiatives to assist with residential education, recruitment, selection, leadership, and training decision-making.
E. 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. Support

A. Serve as a team member responsible for recruitment, selection, training, and leadership, completing responsibilities identified with planning, implementation, and evaluation.
B. Serve as learning management system co-manager to provide up-to-date and accurate resources in support of all positions within the department.
C. Review recruitment, selection, training, and leadership processes and identify any conflicts with the timing of activities, events, and programs as outlined within the REM.
D. Recommend technology and resources to support the effectiveness of the REM, recruitment, selection, training, and leadership.
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E. Participate in activities related to the assessment, evaluation, and review of the recruitment, selection, training, and leadership experiences; including conducting interviews, managing surveys, facilitating focus groups, and using other formative practices.

IV. Administrative and Organizational

A. Coordinate and oversee the administrative responsibilities and processes for residential education, recruitment, selection, training, and leadership accurately and timely.

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

V. 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.

VI. 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>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipend</td>
<td>$16,000.00</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 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>
<tr>
<td></td>
<td><strong>$30,244.4</strong></td>
<td><strong>Total value</strong></td>
</tr>
</tbody>
</table>

Any graduate assistant employed after the official start date or concluding employment before the end date receives compensation and resources for the position at a prorated amount based on their actual start or end dates. University Housing also reports the value of all compensation and resources for the position 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.