Overview of the Position

I. Position Summary: The graduate assistant works with a coordinator to co-advice, support, and facilitate leadership development initiatives for the Inter-Residence Council (IRC). As a co-advisor, the graduate assistant will develop leadership training initiatives for the IRC executive board and NC State's residential council. This position will support residential leadership initiatives, including student-led programming, activities, events, and department-wide training initiatives.

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 coordinator for training and residential leadership.

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. Advising
   A. Co-advise, develop, train, and support the IRC executive board and general membership.
B. Attend weekly IRC executive board meetings, weekly general assembly meetings, and facilitate biweekly one-on-one meetings with executive board members.

C. Attend and serve as delegation advisor for leadership-related experiences, including the regional leadership conference, regional business meeting, and national annual conference.

D. Assist in recruiting executive board members, general assembly members, and participants for residential councils.

E. Serve as a resource for residential council advisors, including training, hosting roundtable discussions, and promoting collaboration between IRC and the residential councils.

II. Leadership Development

A. Assist in developing and planning IRC executive board training, residential council training, and an IRC retreat in alignment with University Housing’s Residential Education Model and department-wide learning outcomes.

B. Identify on-campus leadership development experiences and assist residents in connecting with these opportunities to support involvement in IRC and residential councils.

C. Provide IRC executive board members with one-on-one coaching associated with their positions and personal goals.

D. Cultivate group development with the IRC executive board, general assembly, and residential councils by facilitating group development activities and events.

III. Advocacy and Programming

A. Assist residents in completing activities promoting residential advocacy and communicate these to various department-wide stakeholders.

B. Support IRC executive board members in planning, organizing, and implementing activities, events, and programs to support the residential experience.

C. Identify opportunities for IRC to participate in welcome week activities including identifying residential needs, organizing events, and following policies and procedures for implementation.

D. Ensure coordination with institutional stakeholders to support activities, events, and programs.

E. Manage programming-related equipment and support IRC’s equipment rental process.

F. Meet with residence life coordinators and graduate assistants to promote ongoing communication, collaboration, and resident support.

IV. Training

A. Assist with the planning, implementing, and evaluating department-wide training initiatives.

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. Manage logistical tasks associated with the implementation of training experiences.
V. Administrative and Organizational
   A. Assist the IRC executive board in managing their budget through coaching and forecasting.
   B. Coordinate and oversee residential leadership's administrative responsibilities and processes accurately and timely, including transitions, leadership development initiatives, and equipment management.
   C. Manage assigned budgets, including tracking, reconciliation, and following all institutional business and finance policies.
   D. 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. Provide ongoing updates about IRC-related activities, events, and initiatives to University Housing in department-wide and unit-specific meetings.
   C. Participate in departmental teams, committees, or project groups.
   D. 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.
Graduate Assistant, Residential Learning - Residential Leadership | Position Description | Academic Year

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>Stipend</th>
<th>$16,000.00</th>
<th>The total amount paid during the employment period.</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

$30,2444 Total value

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.