Overview of the Position

I. **Position Summary:** The graduate assistant works with a program/village director to provide oversight, support, and development of a living and learning village. This position co-supervises village mentors, completes administrative tasks associated with living and learning operations, and assists in creating and facilitating programmatic initiatives.

II. **Living and Learning Villages:** NC State’s living and learning villages are residential communities where students, staff, and faculty learn side-by-side. Residents choose to live with other residents based on a common identity, skill, or academic interest. Living and learning village participants develop personally and professionally in a tight-knit social atmosphere. The graduate assistant works with one of NC State's 15 living and learning villages.

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

IV. **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.

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 Living and Learning Village Oversight
   A. Co-supervise, advise, train, evaluate, and select village mentors; facilitate professional development experiences and create a sense of team in partnership with the program/village director.
   B. Meet with residence life coordinators and graduate assistants to promote ongoing communication, collaboration, and resident support.

II. Village Education and Engagement
   A. Assist the program/village director, village mentors, and stakeholders in coordinating, planning, and completing small and large-scale programs, activities, and events.
   B. Serve as a chaperone and facilitator on trips and other learning experiences.
   C. Interact with living and learning village participants one-on-one and in groups during programs, activities, and events.
   D. Provide one-on-one coaching and individual outreach to living and learning village participants.

III. Assessment, Instruction, and Facilitation
   A. Support assessment and evaluation efforts, including conducting interviews, managing surveys, facilitating focus groups, and using other formative practices.
   B. Attend and support village advisory board meetings as directed by the program/village director.
   C. Serve as a co-instructor or teaching assistant for the academic course associated with the living and learning village.

IV. Administrative and Organizational
   A. Coordinate and oversee the administrative responsibilities and processes of the living and learning village in an accurate and timely manner, including transitions, residential education reporting, and resident behavior and support reporting.
   B. Coordinate and oversee the administrative responsibilities, processes, and reporting within the living and learning village accurately and timely.
   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.

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:

- **Stipend**: $16,000.00  The total amount paid during the employment period.
- **Dining Dollars**: $2,000.00  $1,000 distributed in the Fall and Spring semesters
- **Value of Insurance**: $2,785.00  UNC System Student Insurance for the Fall and Spring semesters
- **Value of Tuition**: $9,459.00  In-state tuition waiver for the Fall and Spring semesters
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.