

# Graduate Assistant for Residence Education and Academic Programming Position Description

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*Texas Tech University - University Student Housing – Residence Life*

## **General Description**

University Student Housing at Texas Tech University *Promotes Each Student's Learning Experience* by creating safe, supportive learning environments for academic and personal success. University Student Housing is committed to the total development of the resident within an inclusive community through student government, programming, residence hall standards, and supportive learning environments in the residence halls.

The Graduate Assistants for Residence Education and Academic Programming (REAP), as educators, work with the Residence Life Coordinator for Academic Initiatives, the Manager for Student Leadership Development and the Manager of Recruitment, Staff Orientation, & Education to provide direction for recruitment, student leadership, student learning and academic success for residents, student staff, and professional staff living on campus at Texas Tech University. Each GA will report directly to one of those positions with indirect reporting lines to all.

## **Essential Basic Functions**

Essential functions or fundamental job responsibilities for the position of Graduate Assistant for REAP include having the ability to: (1) travel between assigned areas and other departmental facilities; (2) direct and respond to fire alarms and other emergencies; (3) manage the physical conditions of the residence hall facilities; (4) operate a computer system using various types of software applications; (5) ascend and descend multiple flights of stairs, especially in cases of emergencies; (6) operate the established manual University key lock system and University Student Housing access system; and (7) operate a hand held radio.

Basic functions necessary for the position in the area of communications include the ability to: (1) read reports, gather and analyze data and compile information for written reports; (2) prepare written memorandums and documents and compile the numerous forms needed in the daily operation of managing the residence halls; and (3) communicate effectively, both orally and written, with residents, parents, visitors, faculty, and staff. Non-essential job responsibilities include having the ability to operate various types of office equipment including typewriter, calculator, and cash register to name a few.

## **Responsibilities**

The Graduate Assistants for REAP are expected to fulfill all duties listed below, in addition to other projects and assignments determined in conjunction with supervisory team:

- Participate in departmental selection processes for professional staff, paraprofessional staff, and student leaders
- Participate in campus-wide and area training coordinated by Residence Life
- Promote student learning throughout the Residence Life program and provide outreach programming on appropriate topics

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- Be knowledgeable in general education requirements and resources for specific college/department advising questions; advise students on an as-needed basis
- Promote and provide opportunities for growth
- Support and promote student leadership and student groups within the residence halls
- Provide assistance and support with student discipline as needed
- Hold students accountable for their decisions and actions
- Understand and support the educational curriculum of the Department
- Work closely with Hospitality Services, the Center for Campus Life, Career Center, Student Counseling Center, Recreational Sports, Raider Assistance Program, faculty members and other departments on campus to develop educational experiences and leadership opportunities
- Oversee the facilitation and implementation of campus-wide programming efforts
- Speak informally with residents about academic, personal, or community successes, concerns
- Promote student achievement and initiatives through nominations for departmental, campus, and national awards
- Support and administer approved departmental and divisional assessment programs/initiatives
- Develop and maintain print & digital marketing (including related websites)
- Facilitate ongoing assessment of programs and initiatives

### Administrative Responsibilities

- Distribute information
- Fulfill expectations of a 30 hour work week with evening commitments
- Maintain office hours for walk-in appointments with students
- Monitor budget responsibilities within the position and student groups as assigned
- Assist with facility management in renovation planning, communicate work orders, repair and replacement needs, and support maintenance and custodial services for the area.
- Respond to parent/faculty concerns; refer difficult cases to appropriate personnel
- Attend meetings as scheduled and required
- Work with the Manager of Conference Services to complete summer job duties which could include: summer school, orientation and/or conferences

### Crisis Intervention/Response

- Work with the Texas Tech University Police Department, Student Counseling Center, and other agencies on immediate response to incidents in the residence halls
- Exercise sound judgment and ethics to handle situations appropriately

### Departmental Committees

- Serve on at least one departmental committee
- Serve on a divisional committee (if available)

### On-call Responsibilities

- Serve in on-call rotation with other professional staff members
- Be accessible by department provided cell phone 24-hours per day during one week shift
- Remain within city limits
- Substitute for person on-call if necessary (first year graduate staff will not be part of the on-call rotation during the academic year)

### **Potential Projects/Assignments**

#### Student Advising and Supervision

- Assist in the development, coordination and facilitation of Student Staff Training (Fall & Spring)

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- Supervise academic success staff in residence halls including tutors and supplemental instructors
- Supervise RHA executive board
- Advise and/or Supervise one or more of the following: Residence Hall Association (RHA), National Residence Hall Honorary (NRHH), Student Staff Leadership Council (SSLC), Multicultural Advocates, Residential Tutors, Raiders Educated About Leadership (REAL), President's Council
- Coordinate the Howdy Techsan program in collaboration with the Manager for Student Leadership Development Advise student conference delegations to RA conferences, SWACURH, No Frills, TRHA, NACURH, etc.

### Academic Support

- Coordinate academic success services and programming in residence halls
- Maintain academic resources and supplies
- Coordinate early warning & academic intervention initiatives for students in the residence halls
- Coordinate academic achievement recognition/incentive programs for students, faculty, & academic staff
- Assist Residence Life staff in increasing division/college advising services in halls, particularly during pre-registration periods
- Assist in faculty recognition and involvement efforts in the residence halls

### Educational Initiatives

- Facilitate learning community events and serve as a liaison to campus stakeholders
- Develop and maintain campus-wide and Learning Community-specific educational curriculum for students in the residence halls
- Coordinate training related to the Educational Curriculum and staff programming

### Leadership Development

- Assist various University Student Housing leadership organizations RHA in providing student leadership training each semester for complex councils, student leaders, and hall staff
- Understand and support the Community Standards through facilitation of the visitation vote
- Maintain leadership resources and supplies
- Assist in the implementation and facilitation of leadership opportunities for all residents
- Liaison and consult with Complex Council Executive Boards and advisors
- Work with campus and community partners to identify and implement opportunities for leadership and service learning activities

### Recruitment, Training and Development

- Provide advisor training during Professional Staff Training and throughout the academic year
- Provide ongoing staff development programming
- Develop and implement student and/or professional staff training and development programs
- Develop and implement recruitment and hiring processes for student staff
- Develop and maintain training manuals and resources

### Programming and Outreach

- Coordinate and/or advise campus-wide programming such as Spring Fling, Professing Excellence, Exploring Undergraduate Research, Last Lectures, Carol of Lights, Bid Day, and the RHA/NRHH End of the Year Banquet
- Contribute to ongoing social justice programming for students and staff, including Social Justice Week and Tunnel of Oppression
- Develop marketing and outreach materials targeted at parents and families of residence hall students

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The Graduate Assistant for REAP is a vital member of the residence hall community and the University Student Housing Staff. The Graduate Assistant for REAP is expected to work with all staff in the development and implementation of management and learning initiatives for the entire Residence Life operation. Collaboration throughout the Department and campus community is vital to the success of this position.

There will be many times throughout the year when the Graduate Assistant for REAP will be expected to work evenings and weekends. Availability during this time will be determined in conjunction with the Graduate Assistant's supervisor as well as other University Student Housing Graduate Assistants and department leadership.

### **Qualifications**

A Bachelor's Degree is required and candidates must have previous relevant experience, preferably in a residence hall setting. This position is designed for the individual who is pursuing a Master's Degree in the Higher Education department. At the time of employment, candidates must be accepted into a graduate degree program from Texas Tech University, Higher Education Administration program preferred. The Graduate Assistant for REAP position is considered a security sensitive position. Applicants will be subjected to a police records check and drug test. All candidates will be required to submit academic transcripts to verify education.

The Graduate Assistant for REAP must be committed to working within an innovative environment that is focused on the education of individuals and groups of college students within a residential setting through the development of cohesive living and learning communities. The Texas Tech University Student Housing Residence Life program is built on a student learning philosophy supporting student involvement in government, residence hall standards, programming, community development, and supportive learning environments.

### **Remuneration**

The Graduate Assistant for REAP position is a three-quarter time (.50 FTE, 30 hours per week) appointment with a salary of \$1300 per month (the state of Texas has no state income tax) for full-time enrollment. The Graduate Assistant for REAP is expected to work all University work days unless prior arrangements have been made with his/her supervisor. Out of state tuition and fees are waived.

A furnished, air-conditioned, one bedroom apartment within the assigned residence complex is provided at no expense, including utilities, small kitchen unit, local telephone service, internet access, Caller I.D., Call Waiting and basic cable television. A meal plan is provided to Residence Life Coordinators while the dining halls are in service. Reserved parking is available upon the individual purchase of a campus parking permit. Professional development funds are also available.

Texas Tech University is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all.

### **Affirmative Action & Equal Opportunity (AAEO) Statement**

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