Graduate Assistant for Residential Engagement
Job Announcement & Position Description

MISSION:
The California State University, East Bay (CSUEB) Student Housing and Residence Life (SHRL) department provides student centered programs, services and facilities that foster a safe, inclusive and vibrant residential learning community. In conjunction with the mission of the University and the Division of Student Affairs, SHRL works to engage all residential students in their holistic development and academic success towards retention, graduation and future endeavors.

The Graduate Assistant for Training and Selection will work with Student Housing and Residence Life (SHRL) Staff to create a vibrant, inclusive, and student centered community. The Graduate Assistant for Training and Selection works under the supervision of the Assistant Director of Residence Life.

BENEFITS/COMPENSATION:
The Graduate Assistant for Residential Engagement is a 12-month position. The anticipated start date for this position is between June 17-July 1, 2019 contingent on time needed for on-boarding. The position will run through May 31, 2020 with potential reappointment for a second year based on performance and department needs. Compensation for this position is CSU graduate program tuition remission (up to $7,000 annually), hourly compensation at the rate of $12.50/hr for 20 hours per week, the Pioneer Meal Plan, and an annual professional development budget of $500.

QUALIFICATIONS:
The following minimum qualifications must be met to be considered for this position.

- **Minimum Qualification**: Enrolled in a full time Master’s Program at California State University, East Bay and/or any CSU within the Bay Area. Full time enrollment is a minimum of 8 units for a Master’s candidate.
- **Preferred Qualification**: Enrolled in a Higher Education/Student Affairs, Educational Leadership, Child Development, Counseling, or Public Administration Master’s Program.
- Must have a minimum cumulative and semester/quarter GPA requirement of 3.0 upon applying and must maintain it while employed.
- Must be in good conduct standing with the University and Student Housing and Residence Life.
- Must be available to serve in the on-call emergency response rotation.
- Must display strong written and verbal communication skills.
- Must be able to work in a team and independently by prioritizing multiple projects and daily job duties and responsibilities.
- Must be proficient in Microsoft Office (i.e. Word, Excel, PowerPoint, Access and Publisher).
- Must be proficient in utilizing Google Drive.
• Must be available to attend Pro Staff Training and the Pro Staff Summer Retreat (Specific dates will be provided prior to an offer being made but you can anticipate they will fall during the months of June and July).

DIVISION OF RESPONSIBILITIES:
There is a division of responsibilities associated with the structure of this position to support the Residence Life program as well as the personal and professional development of the Graduate Assistant for Residential Engagement. Below is a list of all functional responsibilities.

1. Curriculum Design and Events Management
   a. Assists the Assistant Director of Residence life with tasks associated with the on-going development of the department’s residential curriculum.
   b. Compiles and analyzes assessment data collected during the implementation of the department’s residential curriculum.
   c. Assists the Assistant Director of Residence Life with confirmation of space reservations within Student Housing and Residence Life and associated set-up needs.
   d. Serves as a liaison with RLCs to provide administrative support for Area Council as needed including but not limited to support in developing materials for the Fall Area Council elections, supporting Area Council training, assisting with the purchasing of supplies for Area Council events and booking event space.

2. Committees
   a. Serves as a member of work groups associated with the development and assessment of the department’s residential curriculum.
   b. Serves on an additional departmental committee that will be decided based on desired professional development.

3. Additional Duties
   a. Attends regular 1-1 meetings with the Assistant Director of Residence Life.
   b. Attends regular SHRL meetings
   c. Maintains regular work schedule of 20 hours per week.
   d. Attends Welcome Day, Preview Day, Pioneer Street Fair and other University wide events.
   e. Maintains positive working relationships with other SHRL, Dining Commons and University staff.
   f. Reports maintenance problems in a timely manner (within 24 hours) in order to maintain the physical condition of the residence halls. Provides immediate follow-up on reported problems.
   g. Appropriately administers SHRL, University, and CSU policies and procedures.
   h. Work with the Assistant Director of Residence Life to develop a working knowledge of SHRL operations.
   i. Utilizes effective communication, planning, scheduling, and organization skills as they relate to job responsibilities.
   j. Works with the Assistant Director of Residence Life to develop a professional development plan.
   k. Participates in professional development opportunities, which may include development and implementation of workshops, facilitating presentations, and attending professional conferences.
   l. Performs other duties as assigned by the Assistant Director of Residence Life or other SHRL staff.
This position works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions. All Graduate Assistants are required to sign the position specific job description. Every Graduate Assistant position is subject to criminal and background check.

My signature on this job description certifies that I have reviewed and fully understand the duties outlined in this job description. Further, I agree to perform the job duties to the best of my ability. If at any time I do not feel that I can uphold the terms of this position, I will immediately speak with my direct supervisor. I understand that as a Graduate Assistant, I am subject to release from the position at any time based on not fulfilling any of the above responsibilities/expectations.

_________________________________       _________________________________  ____________
Employee Name            Employee Signature   Date

_________________________________       _________________________________  ____________
Supervisor Name             Supervisor Signature   Date

_________________________________       _________________________________  ____________
MPP Name             MPP Signature    Date