



Residence Life and Housing Services | West Chester University | 202 Lawrence Center  
West Chester, PA 19383 | 610-436-3307 | fax: 610-430-5945 | www.wcupa.edu

### **Graduate Assistant Position Description: 2020-2021 Academic Year**

*The Office of Residence Life & Housing Services commits to providing an environment of learning which fosters ongoing holistic development for all community members. We are dedicated to serving students by creating and sustaining inclusive communities rooted in ethical decision making and intentional and supportive connections.*

Reporting to the Resident Director, the Graduate Assistant (GA) is a 10-month graduate student position serving as a key paraprofessional member of the Residence Life and Housing Services staff. The position is a 25-hour per week live-in commitment.

The GA will assist their supervisor with all efforts related to developing a safe, supportive, and inclusive community while promoting learning outside the classroom through the Department's co-curricular plan. Overall, the GA will gain experience coordinating front desk operations and supervising Front Desk Attendants in university-owned housing facilities as well as gaining experience in a public-private partnership (P3) in a University Student Housing (USH) affiliate-owned property. The GA will work most directly with two residential communities and receive shared supervision from two Resident Directors.

The following description addresses the general duties and responsibilities of the GA position. It does not cover all job expectations or specific procedures for completing these responsibilities.

#### **Supervision**

1. Select, train, schedule, supervise, and evaluate a staff of Front Desk Attendants (FDA) in University-owned facilities with advisement from the Resident Director (RD) /Graduate Hall Director (GHD) and approval from the Associate Director of Residential Programming and Academic Initiatives
2. Hold FDA staff meetings on a semester basis (and as needed)
3. Coordinate all front desk operations including: scheduling, disseminating refunds, maintaining accurate records regarding logs, packages, keys, and other building amenities and resources
4. Keep the RD/GHD informed of desk shift changes as they pertain to FDA compensation
5. Liaise and maintain constant communication with vending machine and laundry vendors, Canteen and Caleco
6. Assist the Resident Director with supervising the staff of Resident Assistants

#### **Staff Meetings & Trainings**

1. Attend and assist the RD in facilitating the weekly RA staff meetings
2. Attend all monthly Division of Student Affairs meetings

3. Attend mandatory departmental in-service trainings and all-staff meetings
4. Attend training sessions prior to the opening of the residence hall each semester
5. Conduct semester FDA staff meetings (and as needed)

### **Programming & Residential Curriculum Work**

1. Assist the RD/GHD in implementing the residential curriculum within the community, which will further enhance the learning environment outside the classroom
2. Assist with coaching RAs through program planning, implementation, and evaluation
3. Complete relevant administrative paperwork associated with the programming process
4. Assist with the advisement of the community's Residence Hall Association (RHA) and the associated planning, implementation, and evaluation processes

### **Student Conduct Enforcement**

1. Consistently enforce University and residence hall regulations within the community through limited counseling, educational discipline, and effectively following University conduct policy
2. Adjudicate conduct cases as assigned by the RD/GHD and/or The Office of Student Conduct
3. Assist the RD/GHD with training of student staff in the student conduct procedures

### **Administrative Responsibilities**

1. Serve as an "assistant facilities administrator" for the respective community by assisting the RD/GHD in all aspects of the building's housing operation: drop and go weekend, opening, closing, room changes, health and safety inspection, etc. The GA may also be assisting with these tasks in an area other than their own
2. Submit a weekly report to the RD every Friday by 10am
3. Serve on at least one departmental committee
4. Assist with departmental-level projects and central office tasks under direction of the Associate Director of Residential Programming and Academic Initiatives
5. As a live-in staff member, the GA is required to work when the University is closed for snow days or any day that would warrant the Graduate Office to send an email about GA office hours.
6. Other duties as assigned by RD/GHD, Associate Director of Residential Programming and Academic Initiatives, Associate Director of Housing, or Senior Director of Residence Life and Housing Services

### **Duty**

1. Participate in the nightly graduate staff duty rotation as assigned
2. Carry and answer the duty phone
3. Respond to calls to provide emergency and other assistance to residents as appropriate
4. Review RA duty logs and related administrative forms
5. Work alongside colleagues from Public Safety, Residence Life and Housing Services, the Division of Student Affairs, and University partners as needed

6. Must remain in West Chester when on duty; the GA is responsible for finding coverage if class (and/or class commitment) is outside of West Chester or does not permit staff member to leave to respond to an incident

### **Office Hours**

GAs are expected to work for 25 hours weekly. Inclusive of these hours area: attendance at two community-based RA staff meetings (2 hours), weekly student conduct meeting (1 hour), and office hours split between two residential areas (22 hours, 11 hours in each location). GAs should work with their supervisor to flex their schedule as other commitments may arise outside of scheduled office hours (i.e. duty response, Division meetings, all-staff meetings, etc.).

### **Mandatory Reporter**

The person in this position is designated as a Campus Security Authority (CSA) and is required to report information about crimes in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act also known as the Clery Act [20 U.S.C. § 1092(f)]. In addition, the person in this position is regarded as a mandated reporter regarding child abuse and neglect and other misconduct including sexual violence and harassment. This includes any information shared in reference to any possible physical abuse, sexual abuse or neglect of a person under the age of 18. A mandated reporter is defined as a person obligated by PA law to report child abuse in situations where there is reasonable cause to suspect child abuse. All West Chester University administrators, faculty, coaches, staff, student workers, independent contractors, and volunteers are considered mandatory reporters. The PASSHE Board of Governors' Policy 2014-01-A requires training for all employees on Mandated Reporting of Child Abuse.

### **Academic Expectations**

This offer is contingent upon you remaining in good student conduct standing and academic standing. Graduate staff are expected to maintain a 3.0 cumulative and term GPA. You will need to submit your transcript from previous semester and class schedule for upcoming semester at the end of each term. A new class schedule must be submitted if you make any class/schedule changes.

### **Internship Experience**

Students in the Higher Education Policy and Student Affairs (HEPSA) program are required to complete a 250-hour internship in the field over the course of one semester/summer. Graduate students in this program may utilize Residence Life and Housing Services as an internship site, but approval from the Associate Director of Residential Programming and Academic Initiatives is required. When counting towards the internship experience, hours from Residence Life and Housing Services must be gained from additional professional experiences outside of the general day-to-day responsibilities and scope of the position. "Double dipping" of hours will not be permitted.

### **Compensation**

The compensation package for this position includes: a single room in a University-owned residence hall sharing a public bathroom and a \$10,000 annual stipend paid on a biweekly basis over the course of the contract period, 14 meals per week meal plan, a full tuition waiver (excluding fees or any prerequisite undergraduate class or elective not accepted as part of your program) for full time study in a West Chester University graduate program. There are summer employment

opportunities and summer classes will be paid for by Residence Life and Housing Services so long as you work in the office.