



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 for Residence Life Community Development
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 and the Associate Director of Residential Programming and Academic Initiatives, the Graduate Assistant (GA) for Residence Life Community Development 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 **two** individuals in these positions will have split responsibilities between a specific residential community and the central office within Residence Life and Housing Services. The GA will gain experience assisting with the development of a safe, supportive, and inclusive community while promoting learning outside the classroom through the Department's co-curricular plan.

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.

Programming & Residential Curriculum Work

1. Assist with liaising with campus partners to implement and sustain themed and living-learning residential communities through frequent meetings and programming
2. Liaise with the Sustainability Peer Educators program or EXPLORE Residential Leadership Series program
3. Assist with departmental large-scale programs and initiatives
4. Assist the RD/GHD staff in implementing the residential curriculum within the community, which will further enhance the learning environment outside the classroom
5. Assist with coaching RAs through program planning, implementation, and evaluation
6. Complete relevant administrative paperwork associated with the programming process
7. Assist with the advisement of the campus-level Residence Hall Association (RHA) or Rho Alpha Sigma and the associated planning, implementation, and evaluation processes

Student Conduct Enforcement

1. Assist the graduate and professional staff with managing the departmental conduct caseload

2. Consistently enforce University and residence hall regulations within the community through limited counseling, educational discipline, and effectively following University conduct policy
3. Assist the graduate and professional staff with training of student staff in the student conduct procedures

Staff Meetings & Trainings

1. Attend and assist with facilitating a weekly RA staff meeting
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

Administrative Responsibilities

1. Assist with departmental-level projects and central office tasks under direction of Associate Director of Residential Programming and Academic Initiatives
2. Assist the graduate and professional staff with managing, addressing, and supporting students experiencing roommate, apartment, and community conflicts throughout campus
3. Assist with 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
4. Submit a weekly report to supervisor every Friday by 10am
5. Serve on at least one departmental committee
6. 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.
7. Other duties as assigned by the 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 RA staff meetings (1 hour), weekly student conduct meeting (1 hour), and office hours split between an

assigned residential area and the central office (22 hours). 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.