Hill Court Graduate Assistant

The Office for Residential Life & Housing Services sponsors a Graduate Assistantship with a focus in residential and student leadership in an upperclass living area. The Graduate Assistant will report to the Resident Director for Hill Court.

**Essential Duties, Tasks and Responsibilities**

**ResLife Special Interest House Manager Councils for Jackson Court and Hill Court:**
- Coordinate monthly one on one meetings with house managers to promote shared effort and purpose; to share area operational information, protocols and timelines
- Provide support to Special Interest Housing groups related to annual report and review process
- Provide support to Fraternity and Sorority Affairs in the Expectations for Excellence review process, based on availability and in consultation with supervisor.
- Encourage community outreach and integration of the Greek and non-Greek SIH Councils within the Jackson Court and Hill Court communities

**Hall Council for Hill Court Residential Area:**
- Serve as the advisor for the Hill Court Hall Council (RD will serve as Campus Club Connections designee for the Hill Court Hall Council)
- Weekly supervision meetings with Hall Council President and Treasurer
- Attend monthly Hall Council Advisor meetings

**Administrative Operations and Emergency Response:**
- Participate in Graduate Head Resident on-call duty rotation. Assist RAs/CAs, students, staff and University personnel in responding to and resolving emergency situations.
- Assist in Area/Complex office coverage as needed
- Assist with the coordination of ResLife Check-in/out operations, and other opening and closing initiatives.

**Residential Program Interaction**
- Responsible for supporting the living experience for Greek Groups in Munro, Kendrick, and Fairchild Houses. Graduate Assistant will be the primary contact with the area office for Greek Groups in these three buildings. Provide support to the Resident Advisors in these buildings (including but not limited to occupancy verification, and end of semester room checks).
- Promote a positive living/learning environment consistent with the College’s Communal Principles and its educational mission and values, Residential Life goals and objectives, the principles of the Academic Living Center model, student developmental needs.
- Communicate and enforce all College, Office of the Dean of Students, Residential Life policies.
- Assist in the creation and promotion of educational programs relevant to the program goals and which address social issues confronting today’s student.
- Participate in community engagement programming and support area initiatives
- Work with House Managers to ensure that all forms and paperwork are submitted to Residential Life (officer updates, occupancy verification, public area reservations, housing contracts, dining contracts, etc.)
- Conduct Hall Meetings as necessary
- Other administrative tasks as assigned
General Responsibilities:
- Participate in Graduate and Undergraduate staff training activities, including major training workshops in August and January, and occasional in-service training events
- Conduct research and benchmarking as directed to enhance Residential Life initiatives.
- Present, facilitate and attend leadership programs
- Attend weekly Area Staff Meetings along with Resident Director
- Assist in the development of annual and ongoing Resident Advisor and Community Advisor training and development programs
- Participate in weekly supervisory meetings and periodic departmental meetings
- Submit weekly reports to Resident Director prior to supervision meetings
- Submit an end of year report to Resident Director (guidelines will be provided separately)
- Other administrative tasks as assigned

Residency and Active Presence
- The GA is required to live on campus in the assigned apartment space. (refer to separate apartment use agreement for terms)
- Understand, follow and enforce University policies and regulations and the policy statements of the Office for Residential Life
- Assist students and groups in understanding expectations and developing behavioral standards appropriate to group living in an academic institution. When necessary confront individuals and groups whose behavior is unacceptable and, where appropriate, refer cases to the student conduct system
- Secure approval, in advance, any absence from campus for weekends or special events including conferences and research trips (approval for this will typically not to exceed one (1) weekend per month)
- Report for work as designated in advance of all hall openings and to remain for work in the halls until the halls are declared officially secured for recesses and year end closing.

Time Commitment and Eligibility:
The Graduate Assistant position requires approximately 20 hours of work per week, including, but not limited to, 12 weekly structured office hours in the Hill Court Area Office. Other on-campus paid work should not exceed an additional 8 hours per week (with the exception of students on a federal or state work study program). If in any month you believe you are averaging 28 or more hours of paid work, it is imperative that you notify Residential Life. The Graduate Assistant must remain enrolled full-time, in good academic standing in a University of Rochester graduate degree program. Term of position is Early August through mid-May, with possible reappointment.

Preferred Qualifications:
- Strong organizational, creativity and communication skills
- Leadership experience
- Residential Life, Greek Life, Programming, and/or Advising experience

Remuneration:
Furnished apartment in an undergraduate residential complex, including all utilities, partial meal plan and a $4000 stipend.