

**Graduate House Assistant**  
Undergraduate Housing  
Office for Residential Life and Housing Services

The Graduate House Assistant (GHA) is a para-professional staff member for the Office for Residential Life and Housing Services reporting to the Area Coordinator for Leadership Involvement. The primary charge of the GHA is to build a healthy and inclusive residential community in a specific house and to foster a lively academic and intellectual environment and culture. This position requires flexibility, aptitude, and willingness to succeed in structured and unstructured settings with students, staff, and faculty. GHAs are expected to create intellectually active residential environments that enhance personal growth and support the academic mission of the College. GHAs work with residents to develop residential group identity, campus spirit, and pride in the College.

The primary areas of responsibility for the GHA within their assigned House are as follows:

**1. Resident Interaction (45%)**

- Communicate and enforce all College, Office of the Dean of Students, Fraternity & Sorority Affairs, and Residential Life policies.
- Support the residents in the house through programming and advocacy and referring to campus resources to address concerns or issues
- Work with residents to ensure that all forms and paperwork are submitted to Residential Life (officer updates, occupancy verification, public area reservations, housing contracts, dining contracts, etc.)
- Creating a positive community and getting to know the residents by being present and an active member of the house

**2. Advocacy and Referral (30%)**

- Serve as resource to address students' personal, social, and academic concerns.
- Seek appropriate consultation and make necessary referrals.
- Participate in on-call duty rotation with other GHAs helping students, staff, and University officials in emergencies
- Assist students in developing an understanding of expectations and behavioral standards appropriate to group living in an academic institution
- Confront individuals whose behavior is unacceptable and, where appropriate, refer cases to the student conduct system

**2a. Greek and Affinity House Support\***

- Develop an awareness of the groups programming goals, constitution, and by-laws.
- Assist officers and residents in achieving their goals
- Attend at least one house or chapter meeting each month to ensure a visible and supportive staff presence
- Attend at least one meeting each semester with the officer(s) and faculty adviser/chapter advocate/alumni (as applicable)
- Participate in annual review processes
- Provide guidance on recruitment, member selection, scholarship, leadership development, award nominations, etc.
- Counsel group(s) on effective event management.

**\*Only applicable if placed in Greek or Affinity House**

**3. Facilities Management (10%)**

- Conduct a daily walk-through of the entire house
- Serve as a liaison for facilities and operations issues
- Participate in monthly walk-through and periodic inspections of the facility with Residential Life Facilities staff and others.
- Work with the Environmental Health and Safety Office, including the University Sanitarian, Fire Safety (including assisting with fire drills), and Pest Control to preserve a safe, secure, and healthy living environment
- Conduct resident meetings at the beginning and end of each semester and as necessary to ensure policies are followed.
- Inform residents about all opening and closing procedure

**4. Training and Administrative (15%)**

- Report directly to the designated Residential Life staff member
- Work with other GHAs and immediate supervisors to form a staff team
- Attend monthly GHA staff meetings
- Participate in staff training activities in August and January
- Other duties of special interest, participation on committees, task-forces, etc. or as assigned by the supervisor

**Time Commitment**

Term of position is nine (9) months, beginning in August with possible reappointment. GHAs can anticipate a flexible work schedule, with time on task averaging 15 hours per week, with significantly more time during training, opening, closing, and during special events. You can work a maximum of 13 hours outside of the GHA position in consultation with the Area Coordinator. Total hours allowed with all campus jobs is 28 hours. Remuneration for this position consists of a furnished room, a partial board plan, standard tier cable, local phone service, high-speed Internet access and a stipend of \$4,000.00 per academic year. GHAs may be assigned to a house which may be affiliated with a Greek Organization, Affinity Group, or University Residents.

**Qualifications**

Minimum requirements for the position include, but are not limited to:

- Must be a full-time, matriculated graduate student in a Master's or Doctoral program at the University of Rochester.
- Strong leadership, programming, and student organization experience preferred.
- Ability and flexibility to work independently and in conjunction with the University community.