

## **Position Description**

### **Residential Learning Graduate Position**

The Residential Learning Graduate Position is a graduate assistantship (30 hours per week) responsible for assisting and developing the collaboration between Residence Life and Academic Affairs as it pertains to the Residential First Year Experience. The main responsibilities include: supervision of student staff, developing and facilitating residential academic success initiatives, coordinating with faculty and instructors, and working with the First Year Experience Specialist (FYES) on a regular basis to implement the themes within the First Year Halls. This is a live-off position; however presence in the residence halls during the 30 hours is essential.

#### **Duties and Responsibilities**

##### **Supervision, Training, and Selection**

- Direct supervision of undergraduate Peer Mentors.
- Weekly supervision meetings with student staff.
- Participate in recruitment, selection, training, and evaluation of Peer Mentors.
- Attend and facilitate/co-facilitate weekly staff meetings with different staff teams.
- Implement and design on-going staff development for Peer Mentors and Resident Assistants (when appropriate).

##### **Academic Programming and Event Planning**

- Responsible for collaborating with Peer mentors to provide academic programming within the First Year Program.
- Responsible for implementing academic programs, as well as, coordinating Peer Mentor and Faculty/Instructor programming.
- Oversee and track Peer Mentor programs and all academic initiatives that occur in the residence hall.
- Coordinate and attend off-campus trips.
- Develop end of the semester/year initiatives with the Peer Mentors i.e. Academic Incentive Auction(s).

##### **Academic Success Initiatives**

- Serve as an academic mentor to students and staff by scheduling hours in the Academic Success Center in which you are available to answer questions and serve as a resource.
- Oversee Peer Mentor Staff in creating Academic Success Center spaces that are welcoming and useful to students.
- Execute Academic Incentive Programs with the Peer Mentors
- Maintain and regularly update a resource binder per theme hall including faculty/staff/instructor contact information, student recommended classes, program ideas, off-campus trip information, creative thematic ideas, and campus resources.
- Create initiatives in the Spring Semester to reach students on academic probation and/or students that want to perform better academically.
- Coordinate with academic partners to ensure in-hall curriculum matches the academic calendar and academic initiatives.
- Plan programs and other initiatives to assist first year students with their transition to the sophomore year.

##### **Diversity and Social Justice**

- Integrates social justice into development of programs, practices, policies, and processes.
- Educates staff and students in respecting and understanding cultural differences.

- Supports and meets the needs of traditionally underrepresented student(s) i.e. Students of color, international students, GLBT students.
- Assists staff and student leaders to create and implement diverse and inclusive programs and initiatives

### **Administration**

- Maintain 30 scheduled work hours per week. A “majority” of these hours must be held during university business hours. This includes: regular posted office hours, meetings, event planning, event attendance, project work, and administrative responsibilities.
- Responsible for and oversees the management and daily operation of Peer Mentor Offices.
- Oversees administrative tasks related to program reports, equipment/supply orders for events.
- Responsible for management of Procurement Card in order to purchase supplies and items for programs. Works with FYES to manage programming budget.
- Communicates and develops regular status reports to FYES.
- Utilizes computer skills and technology to accomplish job responsibilities.

### **Departmental Projects and Responsibilities**

- Attend departmental training, meetings, and university events as needed.
- Attend area functions and provide training to staff when requested by supervisor.
- Collaborate with RDs and ARDs in area to keep them informed of our progress.
- Assist in the coordination of University/Departmental functions as related to the Residential First Year Experience.
- Perform other duties as assigned.

### **Qualifications**

**Minimum** -Must be enrolled as a full-time graduate student in a degree granting program at the University of Massachusetts Amherst. Strong interpersonal and communication skills, ability to work with a diverse population and knowledge of First Year student needs. Demonstrated skills in program development and implementation, supervision or strong background in leading group work. Familiarity with residence halls and college/university faculty. One year experience living/working within residence halls. One year work experience directly related to event planning or programming. Regular evening and some weekend work required. Valid class D (passenger vehicle) drivers license required.

**Preferred** – One year working within residence halls. Experience with Learning Community theory and implementation of academic programming. Experience working with faculty and knowledge of university resources. One year supervising undergraduate students. Strong skills facilitating workshops, planning programs/events, and oral/written communication.

### **Compensation**

**30 hour per week Graduate Assistant Position:** The graduate stipend for this position is \$23,684 and compensation includes standard graduate employee benefits including tuition waiver and partial health fee waiver. The contract dates are August 9, 2009 to May 14, 2010.

### **Application Process**

Further Information and application materials can be found on the Housing and Residence Life Website (<http://www.housing.umass.edu/employ>). Please direct any questions to gradsearch@gw.housing.umass.edu