

Residence Life Graduate Assistant

PROGRAM OVERVIEW

Campus Living is comprised of Housing, Dining, and Transit services. All levels of our Campus Living team are committed to our vision of, “Enriching the lives of our students by enhancing the learning environment of the University.” As such, we strive to provide innovative services, programs, and leadership to our residential student population. We seek to fill our open positions with individuals who can assist in building our vision into reality for the hall communities. Our residence hall population is about 5,900 students, each hall/area having between 320-720 beds.

THE UNIVERSITY

East Carolina University is a constituent institution of the University of North Carolina System and has an enrollment of over 29,000 students, making it North Carolina’s fourth largest institution of higher learning. The main campus is adjacent to uptown Greenville, NC, a city of over 70,000 people. Greenville is the hub of the eastern North Carolina coastal plains and a business, medical, and educational center. It is 80 miles east of Raleigh, the state capital, accessible by highway and nearby airports, and within easy driving distance of coastal resorts.

REQUIREMENTS FOR CANDIDACY

Applicants should possess a bachelor’s degree and admission (or anticipated admission) in an accredited degree-granting graduate program at East Carolina University. Additionally, all applicants should be in good conduct and behavioral standing with East Carolina University, as well as with local, state, and federal laws. Qualified applicants should exhibit excellent oral and written communication skills, possess knowledge of teamwork, leadership, time and stress management, planning/organizing, problem solving, crisis management, mediation and conflict resolution, diverse cultural appreciation, and helping skills. While it is recommended that the applicant has worked for a residence life program during his/her undergraduate experience, it is not a requirement.

SCOPE OF POSITION

The Residence Life Graduate Assistant is a *live-in paraprofessional* position responsible for working with the Hall Coordinator managing a 500-plus bed residential community. This Graduate Assistantship is 15 hours per week: 10 hours per week working with the Hall Coordinator and 5 hours per week working in a special assignment area within Campus Living. The Hall Coordinator is the Graduate Assistant’s immediate supervisor.

As a result of this Graduate Assistant position, students will have the opportunity to gain the following core competencies based on the ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners:

- **Advising and Helping:** Addresses the knowledge, skills and attitudes related to providing counseling and advising support, direction, feedback, critique, referral, and guidance to individuals and groups.
- **Personal Foundations:** Involves the knowledge, skills and attitudes needed to maintain emotional, physical, social, environmental, relational, spiritual, and intellectual wellness; be self-directed and self-reflective; maintain excellence and integrity in work; be comfortable with ambiguity; be aware of one’s own areas of strength and growth; have a passion for work; and remain curious.

RESPONSIBILITIES

The Residence Life Graduate Assistant is expected to fulfill the following general responsibilities under the 6 major categories of Community Facilitator, Administrator, Team Member, University Representative, Referral Agent, and Safety/Security Agent:

- Be visible, available, and accessible to all residents in the hall/community, including 5 office hours a week
- Serve as a resource, referral agent, and role model to our residential population, RAs, and other student
- Provide support to staff and students through dialogues, programming, referrals, role modeling, and other such activities
- Assist supervisor in advising Hall Government
- Attend all scheduled meetings including weekly staff, Campus Living team, one-on-ones, trainings, etc.
- Assist supervisor with administrative duties; facilitate meetings/events as required by supervisor
- Assume in-hall duty rotation coverage with RA staff
- Be available for high activity weekends including but not limited to: Hall Openings/Closings, Halloween, Open Houses, RA Selection
- Provide assistance to the Residence Life team in efforts to implement student initiatives including but not limited to RA Program Model, data entry, recognition events, and RA duty schedules
- Other duties as assigned by supervising Coordinator or a member of the Residence Life Team
- Additional opportunities to develop the GA experience may evolve dependent on experience and interest

GA EMPLOYMENT DETAILS

- Dates of Employment: August 4, 2018 – December 14, 2018 and January 2, 2019 – May 4, 2019 (anticipated)
- Compensation: Stipend of \$5,500.00, for 9½ months
- Out-of-State Waiver: Not applicable for this position
- Tuition/Room/Board: Residence Hall room with micro-fridge (single-occupancy when possible) and an on-campus (purple) meal plan; tuition waiver is not applicable for this position

This Graduate Assistant position is funded with auxiliary funds. Filling of this position is contingent upon the continuing availability of these funds.

APPLICATION PROCESS

Apply for this position by submitting a PDF version of your resume, a cover letter/letter of interest, and three references including name, phone number and email address to bullockw17@ecu.edu. For additional information about this specific Graduate Assistantship, contact Will Bullock at (252) 328-4663 or via the email above. ***Application priority deadline is February 15, 2018.***