

Graduate Assistant Job Description & Position Agreement

GENERAL OVERVIEW

Graduate Assistants (GAs) within Housing & Residence Life support the department's mission through a combination of student engagement, administrative operations, and crisis response. While most GAs serve as live-in staff overseeing residential communities, others provide focused support in functional areas such as facilities, occupancy, operations, and residential experience. All GAs contribute to the development of an inclusive campus community and are considered vital members of the Housing & Residence Life team.

QUALIFICATIONS

- Bachelor's degree
- Housing experience preferred
- Acceptance into a UNA graduate program

KNOWLEDGE AND SKILLS

- Strong oral and written communication skills
- Excellent organizational and time management abilities
- Ability to work independently while managing multiple priorities and deadlines
- Demonstrated ability to build and maintain positive relationships with students and staff
- Deep understanding of student development and a passion for student support
- Alignment with the mission and values of Housing & Residence Life and the University of North Alabama

RESPONSIBILITIES

Community Engagement & Student Support

- Foster a positive and inclusive residential community through intentional outreach, programming, and student relationship-building.
- Support students through advising, referrals, and conflict mediation while promoting responsible community living.
- Serve as a student conduct hearing officer for residential cases, upholding university policies and ensuring due process.
- Assist with hall council and student leadership initiatives to support community involvement.

Staff Supervision & Development (Select Positions)

- Directly supervise 6–12 Resident Advisors, conducting weekly staff meetings and ongoing training/development.
- Provide regular feedback and conduct formal evaluations; support staff accountability and community-building efforts.
- Guide RAs in program planning, community engagement, and conflict resolution, including roommate mediations.

Crisis Response & Duty Coverage

- Participate in a year-round, campus-wide on-call duty rotation to respond to emergencies and support students in crisis.
- Use active listening and crisis management skills to assess situations, provide support, and make appropriate referrals.

Operations & Administration

- Maintain regular office hours, communicate consistently with Area Coordinators and Assistant Directors, and provide timely updates on hall-related matters.
- Assist with housing operations such as opening/closing processes, room assignments, reassignments, consolidations, and health and safety checks.
- Monitor building conditions and recommend improvements related to safety, facilities, and policy compliance.
- Other duties as assigned.

Departmental & Divisional Involvement

- Contribute to department-wide efforts including staff selection, training, recognition, and departmental initiatives.
- Support major events such as Welcome Week, SOAR, Preview Days, and other campus engagement programs.
- Attend weekly departmental meetings and serve on committees or projects as assigned.

SPECIALIZED GRADUATE ASSISTANT ROLES

In addition to the general responsibilities outlined above, some Graduate Assistants may serve in a specialized capacity to support specific functional areas within Housing & Residence Life. These roles provide unique professional development opportunities in alignment with departmental priorities.

Graduate Assistant for Facilities (Reports to Assistant Director for Housing)

- Assists with maintenance coordination, work order tracking, and follow-up on facility-related concerns in residence halls and apartments.
- Conducts routine building walks to assess conditions, safety, and compliance.
- Communicates regularly with custodial and facilities staff to support preventative maintenance and timely response.
- Participates in move-in/move-out processes, furniture inventory, and long-term project planning.

Graduate Assistant for Occupancy & Operations (Reports to Assistant Director for Occupancy & Business Operations)

- Supports housing assignment processes, including new assignments, changes, and consolidations.
- Assists with StarRez data entry, reporting, and auditing housing records.
- Responds to student inquiries regarding occupancy, contracts, and room selection.
- Helps coordinate summer housing, early arrivals, and transition periods.

Graduate Assistant for Administrative Support (Reports to Executive Assistant)

- Provides front desk coverage, responds to general inquiries, and supports office communications.
- Assists with file management, form processing, and supply inventory.
- Coordinates meeting logistics, event prep, and project documentation.
- Supports departmental organization through calendar management and administrative tasks.

Graduate Assistant for Residential Experience (Reports to Assistant Director for Residential Experience)

- Collaborates on departmental programming initiatives and large-scale events.
- Assists with marketing, social media, and outreach strategies.
- Supports curriculum development, assessment, and co-curricular engagement planning.
- Coordinates student leadership development opportunities and recognition efforts.

TERMS OF EMPLOYMENT

- **Enrollment:** Employment is contingent upon admission to a graduate program at UNA. As a condition for retention in the role, the Graduate Assistant must remain in good academic standing, which includes the following: 1) maintaining a minimum semester and cumulative GPA of 3.0 and 2) completion, each semester, of six (6) credit hours which apply towards graduation.
- **Period of employment:** Employment begins June 1st and runs through May 31st of the following calendar year. Graduate Assistants are hired under a provisional agreement that carries a probationary period of one semester during which employment status will be reviewed. It is encouraged that GA candidates view the assistantship as a two-year commitment. Academic internships, student teaching, clinicals, and practicum hours must be submitted in writing for approval from your supervisor prior to involvement.
- **Work Hours:** The Graduate Assistant will work approximately 29 hours per week including evening and weekend commitments in addition to regularly scheduled office hours. The determined number of hours will be logged and reported to their designated supervisor.
- Graduate Assistants are expected to be on campus at least two weekends each month. Graduate Assistants may not accept other employment during this agreement period unless approved by the Associate/Assistant Director of Housing & Residence Life.
- **Remuneration:** A stipend of \$600 per month for a twelve-month agreement, on-campus apartment, meal plan/dining dollars, and tuition remission up to six hours per semester.
- The Graduate Assistant is obligated to adhere to the policies of their residential community, Housing & Residence Life, and University of North Alabama.
- **Background Check:** A criminal background investigation and employment history investigation will be performed prior to employment offer.

I, _____, accept the appointment as a Graduate Assistant for the Department of Housing & Residence Life at University of North Alabama for the 2025-2026 academic year and I understand that the above conditions are a part of this acceptance. Employment as a Graduate Assistant is contingent upon the approval of the Assistant/Associate Director of Housing & Residence Life.

Graduate Assistant Name: _____

Graduate Assistant Signature: _____ Date: _____

Assistant/Associate Director Signature: _____ Date: _____