Graduate Residence Life Education Assistant

Application Deadline: 05/09/2021 11:59 PM
Application Method: Through Career Learning Network (CLNX)
# of Vacancies: 1
Hours Per Week: 12-15
Degree/Credential Level: Masters in progress

General Accountability
The Graduate Residence Life Education Assistant assists with a variety of special projects to further the mission and goals of Graduate House. This position will collaborate with professional staff within the department and across the university to prepare for the upcoming academic year. This position will focus on assisting in building a residence wide curriculum and will also be involved in creating and implementing training opportunities for student staff.

Qualifications
The incumbent will need to be creative and flexible and develop and maintain positive working relationships. This will require excellent interpersonal skills, as well as, the ability to gain consensus and work with people representing varying interests. Effective organization and project management skills are critical. Experience working in Residence/Student Affairs is an asset.

The Graduate Residence Life Education Assistant, will have strong computer and communication skills, along with sound judgement, and a proven track record for taking initiative. The successful applicant will be committed to adult education, be able to work independently and in a team environment, while possessing strong attention to detail.

Specific Accountabilities
- Supports and assists in the development of a graduate residence curriculum by researching and developing competencies and writing learning goals and outcomes related to those competencies.
- Assists in the creation of a Sharepoint site used by staff to access programming and administrative resources.
- Reviewing, updating, and/or developing resources for Residence Assistants and Service Desk Assistants.
- Assisting in the development of the Residence Handbook.
- Creates “ready-to-use” programming initiatives for the academic year.
- Research and implement a strategy for Roommate/Suitmate agreements.
- Compiling various end of the year reports, collected feedback, and assessment data as directed.
- Assist with the coordination of staff training including Residence Advisor training, Service Desk Attendant training and other related training initiatives.
- Facilitate the assessment of residence services and student learning at Graduate House. Use methods to understand the needs of students and their learning/satisfaction in residence.
- Review administrative processes and recommend improvements.
- Detail record keeping is necessary and future ideas and thoughts will be documented.
- Additional projects, assignments and tasks as outlined by their supervisor.