POSITION SUMMARY:

The Graduate Assistant (GA) for Leadership Development is a live-on position reporting to the Coordinator of Leadership Development. The individual in this position plays an integral role in Residence Life and their primary goal is to support the social, developmental, and leadership based needs of residents on-campus. The GA will accomplish this through working with the administration, implementation, and assessment of campus wide programming in the halls and throughout campus through advising a campus programming board for Residence Life and also serves as the advisor for the UA Chapter of the National Residence Hall Honorary (NRHH). Additionally, this individual has the opportunity to propose and develop other leadership initiatives for the department.

This is a 10 month, 20 hour a week contract, with regular evening and weekend commitments. In addition to salary of $12,373.00, the position provides student health insurance, out of state tuition waiver and tuition remission, University Bookstore discount and $500 professional development allowance.

Start Date is July 6, 2016, and will include 2-3 weeks of Residential Education staff training. End date is May 13, 2017.

RESPONSIBILITIES:

Advising NRHH
- Serve as the advisor for the NRHH UA Chapter;
- Meet bi-weekly with the NRHH executive board advisees;
- Attend bi-weekly executive board meetings, bi-weekly general body meetings, and signature NRHH events;
- Assist NRHH with coordination of events, retreats, elections, and policy revision;
- Assist in designing on-boarding, transition training, and on-going training for the executive board;
- Assist NRHH in maintaining a ratified constitution and bylaws;
- Travel to student conferences as a co-advisor upon request of the Coordinator of Leadership Development.

Programming Oversight
- Manage a master programming calendar for the residence life team;
- Work with the Coordinator of Leadership Development to further develop and maintain the Residence Life Programming Board;
- Oversee the marketing, recruitment, and interview process for the programming board;
- Conduct monthly one on ones with the Programming Board students;
- Attend and facilitate weekly Programming Board meetings;
- Oversee planning, marketing, risk management, resources, and execution of Programming Board events;
- Assist facilitation of cross communication among other residence life and campus programming entities.

General Responsibilities
- Assist in conducting research, benchmarking, and assessment activities to evaluate effectiveness of programs and leadership opportunities for the residents;
- Attend weekly 1:1s with the Coordinator of Leadership Development;
- Maintain an office presence to productively work with colleagues and students;
- Provide reports and data for weekly, quarterly, and annual reports for responsible areas as requested by the Coordinator of Leadership Development;
- Participate in scheduled departmental meetings, trainings and professional development opportunities as directed;
- Perform related duties as assigned or required to meet Residence Life and University goals and objectives;
- Create an environment where all students, regardless of their social group membership can learn and be engaged to their fullest potential;
- Demonstrate a commitment to growing and challenging one’s self in all areas of diversity and social justice, sustainability and leadership.
MINIMUM QUALIFICATIONS:
- Bachelor’s Degree
- Acceptance and enrollment in a UA graduate program during 2016-2017, with a minimum of 6 graduate level units maintained each semester
- Must be available the entire contract period
- Experience working with students in an educational setting
- Experience working with culturally diverse populations
- Ability to participate as a positive team player
- Strong organizational, communication, and leadership skill
- Knowledge and understanding of diversity and an ability to work with a wide variety of people while recognizing the needs of students with an underrepresented or oppressed identity

PREFERRED QUALIFICATIONS:
- Experience working in Residence Life, and/or living in campus residential communities
- Experience advising student organizations
- Experience working with NRHH or RHA groups
- Ability to act as a liaison between campus administration and students

MATERIALS AND EQUIPMENT DIRECTLY USED:
- Microsoft Word, Excel, and PowerPoint software
- Copy machine
- Fax machine
- Position may require driving University vehicles and/or golf carts.

WORK ENVIRONMENT/PHYSICAL ACTIVITIES:
- Movement among residence halls essential.
- Carrying materials and supplies from one place to another (up to 30 pounds).
- Clerical maintenance, filling, typing, etc.
- Communication including: facilitating meetings (group and 1:1), presenting, writing and reading forms, books and internet based communication, and analyzing human behavior.
- Mental functions, including interpreting and analyzing information, policy formulation and decision-making.

SUPPLEMENTAL REQUIREMENTS:
- Residence Life is a security sensitive department and this position requires a finger-print criminal background check
- Motor Vehicle Division check

The University of Arizona is an EEO/AA - M/W/D/V Employer

To apply for this position please send a copy of your resume, cover letter, and three references to Ashley Kurtz at ahazen@life.arizona.edu