

In line with the Council for the Advancement of Standards in Higher Education (CAS) standards, the MA in Student Development requires students to get “hands on” experience working in student affairs functional areas. The Higher Education Program has a number of partnerships which assist students in finding an opportunity which best meets their interests.

The Division of Student Life offers a number of Graduate Assistantships in their division. For the 2008-2009 academic year a number of assistantships will be available to incoming MA students. Assistantships in campus life provide the opportunity for MA students to link research with practice and enhance the quality of campus life. These assistantships are available on a competitive basis for admitted students. Compensation includes: tuition waiver, annual stipend, and health insurance benefits. Live-in positions also provide a furnished apartment & meal plan.

The functional areas with open positions for 2008 include: residence life, student activities, and citizenship and community standards (judicial affairs). Job descriptions are listed below.

TO APPLY: Send a resume and a specifically crafted cover letter for each position you wish to apply to the higher education program care of [highered@du.edu](mailto:highered@du.edu). The priority deadline is December 1, 2007.

PLEASE NOTE: Applicants must also apply to the Morgridge College of Education in order to be considered for the Student Life Assistantships.

#### POSITION DESCRIPTIONS:

##### **Citizenship and Community Standards Graduate Assistant Position**

The Graduate Assistant for Citizenship & Community Standards holds a half-time (20 hours per week) appointment with the Citizenship and Community Standards (CCS) office. The GA shares in the responsibility for all operations of CCS. The GA assists in creating an environment that promotes academic success, personal development, respect for human diversity, and a strong sense of community. The position requires mature, ethical decision-making and communication skills as well as the ability to work independently and as a member of a team. The Graduate Assistant reports to the Assistant Director of Citizenship and Community Standards.

The assistantship provides multiple opportunities for the development of the following: Educational philosophies; Leadership and administrative skills; Traditional student advising and consulting; Research, writing, and presentation opportunities; Networking with Student Affairs regional and national professional organizations; and Comprehensive professional experience.

Compensation includes a monthly stipend (beginning September 1), student health fee, health insurance and approximately 24 credit hours in the Higher Education program per year.

Duties and Responsibilities include but are not limited to:

- Assistance in the administration of the Code of Student Conduct and the Honor Code in a manner consistent with the stated mission of the University through investigations, informal adjudication of violations, maintenance of confidential database and student disciplinary records, selection and training, scheduling and advising of Conduct Review Board.
- Participate in and facilitate educational workshops for students in discipline processes throughout the year.
- Serve as a strong role model and mentor for student staff members and students.

### **Campus Activities Graduate Assistant Positions**

There are *two* positions for the role of Graduate Assistant for Campus Activities. Each position holds a half-time (20 hours per week) appointment with the Campus Activities office. The position requires strong planning and organizational skills, the ability to work independently as well as on a team and a passion for working with undergraduate students. Graduate Assistants report directly to the Director or an Assistant Director of Campus Activities and will assist in one or more functional area which include but are not limited to: the University of Denver Programs Board (DUPB), All Undergraduate Student Association (AUSA), Interfraternity Council (IFC), Panhellenic Council (PHC), and Student Media (newspaper or radio station) and the Center for Religious Services.

The assistantship provides multiple opportunities for the development of the following: Educational philosophies; Leadership and administrative skills; Traditional student advising and consulting; Research, writing, and presentation opportunities; Networking with Student Affairs regional and national professional organizations; and Comprehensive professional experience.

Compensation includes a monthly stipend (beginning September 1), student health fee, health insurance and approximately 24 credit hours in the Higher Education program per year.

The graduate assistant role is shaped by the evolving needs of the Campus Activities office and the numerous student organizations on campus. The graduate assistants assume individual program responsibilities and collaborate with campus activity professionals who work in the areas of co-curricular education, leadership development, campus-wide programming, student government, student media, student organization consulting, and assist in the advising of student groups that are supported by the Campus Activities office.

### **Housing and Residential Education Graduate Hall Director Positions**

The Graduate Resident Director (GRD) holds a part-time appointment with Housing and

Residential Education, and must be enrolled in the Higher Education-Student Development Master's Degree Program. The GRD shares in the responsibility for the operation of a co-educational residence hall complex, including traditional residence hall buildings and/or suites/apartments for upper division students. The GRD assists in creating an environment which promotes academic success, personal development, respect for human diversity, and a strong sense of community.

GRDs who are supervised by a full-time Resident Director share responsibility for administration and supervision of a building with that Resident Director. GRDs who are supervised by a full-time Assistant Director share responsibility for administration and supervision of a building with another GRD.

### **Specific Duties**

There are unique aspects with each Graduate Resident Director position at the University of Denver. Each GRD is expected to fulfill the following responsibilities, in addition to others that may be assigned throughout the year:

#### **Training**

1. Participate in professional staff training in late July and August before student staff members arrive for fall quarter. Participate in student staff training in August, September, January, and April. This includes preparing and facilitating training schedules and topics for all student staff training (Desk Managers, Resident Assistants, and Desk Assistants).
2. Participate in various retreats and professional development discussions that occur throughout the academic year.

#### **Staff Supervision**

1. Directly supervise up to eight Resident Assistants and assist in the supervision of student staff members in the same complex. This supervision includes weekly individual meetings, weekly staff meetings, in-service training, and regular evaluations.
2. One GRD in each building may directly supervise one Desk Manager. This supervision includes weekly individual meetings, training, and regular evaluations.
3. Serve as a strong role model for student staff members. Follow all policies and procedures appropriately.
4. Address staff concerns fairly and consistently. Consult with supervisor on all supervisory matters.

#### **Administration**

1. Coordinate check-in and check-out procedures during opening and closing periods each quarter.
2. Collect, review, and maintain key cards and room/apartment inventories.
3. Conduct/supervise visual checks at the beginning of each quarter. Know where building occupancy spaces are at all times.
4. Oversee coordination of floor charts, room changes, and paperwork associated with assignments.
5. Process paperwork following resident check-outs.
6. Establish and maintain accurate budgeting system for programming and building budgets.

Oversee staff expenditures.

7. GRDs who serve as supervisors for Desk Managers have the responsibility to work with the Desk Manager to ensure the following:
  - a. All payroll procedures are followed properly (including work study).
  - b. The desk schedule is complete and that the desk is staffed.
  - c. A professional presentation is maintained at the front desk.
  - d. Good communication is maintained between the Desk Manager and RA staff.
  - e. All disciplinary issues for staff working at the desk are dealt with appropriately.
  - f. All Desk Manager responsibilities are completed thoroughly, accurately, and in a timely manner
8. Hold a minimum of 5 posted office hours per week. This time is to be dedicated to student contact, meeting with residents, and judicial meetings.

#### Facility Ownership

1. Model ownership and pride in facility.
2. Conduct weekly walk-throughs of the building.
3. Follow up when necessary on maintenance and custodial issues.
4. Keep an inventory of all lounge and common area furniture.
5. Address student facility concerns and coordinate facility improvement efforts.

#### Programming and Advising

Coordinate and supervise programming for the residence hall including motivating staff in their programming efforts, attending programs, coordinating evaluations of programs, and handling program budgets.

Maintain programming database for building.

GRDs who serve as Advisors for Residence Hall Leadership Teams (LT)/Hall Councils have the following responsibilities:

- a. Recruit, publicize, and train LT members.
- b. Attend weekly meetings.
- c. Work closely with the executive board.
- d. Help to coordinate programs and student initiatives with LT members and help members develop leadership skills.
- e. Attend periodic LT advisor meetings

#### Judicial Concerns

1. The GRD consults with and assists the supervisor in developing an educational system for handling student judicial concerns. This involves conducting disciplinary meetings with individual students, attending and conducting floor meetings when necessary, completing hearing summary reports and/or follow-up letters, and consulting with Resident Assistants about approaches to judicial problems.
2. Submit appropriate paperwork to the supervisor when judicial hearings are completed.
3. Ensure that all judicial cases are handled according to guidelines set forth by HRE and the University.
4. Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community.

### Individual Student Development

1. The GRD meets with students to discuss roommate concerns, substance abuse issues, and other personal concerns. The GRD acts as a referral agent to other university resources, including the Center for Health and Counseling, Academic Advising, Career Center, etc.
2. Consult with supervisor on all student and staff concerns.

### Department-Wide Duties

1. The GRD attends departmental meetings, assists in developing departmental goals and objectives, and serve on one departmental committee each quarter.
2. The GRD is expected to be involved in all activities related to student staff selection and training as well as professional staff selection and training.
3. Participate in on-call duty rotation for the entire campus. The pager is in operation 24 hours per day. The GRD on duty should remain within 30 minutes of campus to respond to emergencies or requests for assistance. Follow designated procedures when consulting with Central Staff on duty.
4. Collaborate with other departments and offices on campus.
5. Maintain and exhibit a positive attitude and willingness to work effectively with other staff members.
6. Demonstrate a commitment to the principles of multiculturalism and diversity through involvement and participation in university/division-wide projects and initiatives.

### Evaluation

1. The GRD will receive feedback from the supervisor throughout the academic year. Formal evaluations will take place at least once a year and will be discussed with the supervisor. The GRD will also have the opportunity to offer formal feedback to the supervisor at scheduled times during the year, and is encouraged to offer informal feedback to the supervisor and central office staff throughout the year.
2. The GRD will receive written evaluations from building staff members. This information will be shared through the supervisor.
3. The GRD will receive formal written and/or verbal warnings in the case that job requirements and expectations are not sufficiently met. Continued failure to meet requirements and expectations may result in probationary status and/or termination from employment. In a case of termination, the GRD would have the opportunity to appeal to the Director of Housing and Residential Education.

### Requirements

1. GRDs must maintain enrollment and good academic standing in their graduate program throughout the course of their employment.
2. GRDs may not hold other employment during their GRD contract without prior permission from their supervisor.
3. GRDs will have responsibility for working a significant portion of both the Winter Break and Spring Break, when classes are not in session. They will also begin training in late July and have responsibilities through the second week of June each year. NOTE: These dates change each year based on the university calendar.
4. This is a 10.5 month position. GRDs can expect to work an average of 25-30 hours/ week with increased workloads at the beginning and end of each quarter.

### **Compensation**

1. Tuition waiver covering an average of 8 credit-hours per quarter (24 per academic year).
2. Stipend of \$8000 paid in ten monthly installments.
3. Allocation for professional development of \$250 (conference attendance, travel, etc.).
4. Meal plan while school is in session (does not include break periods).
5. Student health insurance for students starting the academic program in the fall quarter and maintaining enrollment throughout the academic year.
6. Furnished one-bedroom apartment in the residence hall with all utilities, cable, internet, and local phone service paid. The apartment is free of charge during the ten months of employment. During the two-month summer between the two years of the graduate program, GRDs may stay in their apartments in exchange for participating in the summer duty rotation and departmental committees.