



Residence Life and Housing Services | West Chester University | 202 Lawrence Center
West Chester, PA 19383 | 610-436-3307 | fax: 610-430-5945 | www.wcupa.edu

Graduate Assistant Position Description: 2021-2022 Academic Year

The Office of Residence Life and Housing Services provides an environment of learning which fosters ongoing holistic development for all community members by creating and sustaining inclusive communities rooted in ethical decision making and intentional and supportive connections.

The Graduate Assistant (GA) position is key paraprofessional member of the Residence Life and Housing Services (RLHS) staff. This position works closely with department staff to deliver services associated with a safe, supportive, and inclusive community while promoting learning outside the classroom. Staff working in our University Student Housing (USH) buildings will actively participate in a public-private partnership (P3) experience and work alongside RLHS professional staff as well as USH staff. This work is guided by the department's co-curricular plan. The position is a 25-hour per week live-in commitment.

The GA will gain experience in the areas of staff supervision, student leadership advising, front desk/ mail operation coordination, and on-call/crisis management experience. The following description addresses the general duties and responsibilities of the GA position. It does not cover all job expectations or specific procedures for completing these responsibilities.

The term of employment for this position is from August 2, 2021 until May 31, 2022. This is a 1-year appointment and staff will need to reapply in the following spring semester.

Staff Meetings & Trainings

1. Attend and assist with the facilitation of the weekly RA staff meetings.
2. Attend regularly scheduled meetings with University Student Housing (USH) staff
3. Attend all monthly Division of Student Affairs meetings
4. Attend mandatory departmental in-service trainings and all-staff meetings.
5. Attend training sessions prior to the opening of the residence hall each semester.

Programming & Residential Curriculum Work

1. Assist with implementing the residential curriculum within the community, which will further enhance the learning environment outside the classroom.
2. Assist with coaching RAs through program planning, implementation, and evaluation.
3. Complete relevant administrative paperwork associated with the programming process.
4. Assist with the advisement of the community's Residence Hall Association (RHA) and the associated planning, implementation, and evaluation processes.

Student Conduct Enforcement

1. Consistently enforce University and residence hall regulations within the community through limited counseling, educational discipline, and effectively following University conduct policy
2. Adjudicate conduct cases as assigned by supervisor and/or The Office of Student Conduct
3. Assist with the training of student staff in the student conduct procedures.

Administrative Responsibilities

1. Serve as an “assistant facilities administrator” for the respective community by assisting with aspects of the building’s housing operation: drop and go weekend, opening, closing, room changes, health and safety inspection, etc. The GA will receive direction from RLHS professional staff as well as University Student Housing (USH) management.
2. Responsible for administrative matters related to operating the assigned residential area, which includes (but not limited to): maintenance, housekeeping, payroll, front desk operations (including package management software), and occupancy issues (i.e., roommate conflicts, mediations, room changes, etc.)
3. Actively participate in the supervision of and undergraduate student staff (Resident Assistants, Front Desk Attendants)
4. Participate in quarterly health and safety inspections of residential communities.
5. Submit a weekly report to supervisor every Friday by 10am
6. Serve on at least one departmental committee.
7. Assist with the submission of objective student evaluations, annual reports, weekly reports and other written materials as requested by the Senior Director and Associate Directors.
8. Maintain accurate records of student interactions, staff and personnel issues, and student/community concerns via Maxient, Adirondack (The Housing Director), StarRez and other relevant databases.
9. Appropriately utilize a department purchasing card and complete monthly receipt reconciliations that align with University expectations.
10. Assist with departmental-level projects and central office tasks under direction of the Associate Director of Residential Programming and Academic Initiatives
11. As a live-in staff member, the GA is required to work when the University is closed for snow days or any day that would warrant the Graduate Office to send an email about GA office hours.
12. Keep the Senior Director of Residence Life and Housing Services and the Associate Directors informed about activities, programs and concerns in the Residence Life and Housing Services areas.
13. Keep appropriate USH staff apprised of relevant community concerns and facilities issues and collaborate on appropriate resolution.
14. Receive direction concerning the student conduct process and student behavior infractions from the Office of Student Conduct.
15. Receive a written evaluation completed by their direct supervisor at least once during the academic year.
16. Other duties as assigned by departmental professional staff, Associate Director of Residential Programming and Academic Initiatives, Associate Director of Housing, or Senior Director of Residence Life and Housing Services, and University Student Housing (USH) staff.

Duty

1. Participate in the nightly graduate staff duty rotation as assigned.
2. Carry and answer the duty phone.
3. Respond to calls to provide emergency and other assistance to residents as appropriate.
4. Review RA duty logs and related administrative forms.
5. Work alongside colleagues from Public Safety, Residence Life and Housing Services, University Student Housing, the Division of Student Affairs, and University partners as needed.
6. Must remain in West Chester when on duty; the GA is responsible for finding coverage if class (and/or class commitment) is outside of West Chester or does not permit staff member to leave to respond to an incident.

Summer Assignment

1. Assist with the summer operations in at least one of the following areas: camps and conferences, new student orientation, academic success program (ASP), summer housing.
2. Assist with the planning and development of paraprofessional staff training.
3. Contribute to project-based work to enhance departmental operations.

Office Hours

Graduate staff members are expected to work for 25 hours weekly. Inclusive of these hours area: attendance at RA staff meetings (1 hour), weekly student conduct meeting (1 hour), and office hours (23 hours). GAs should work with their supervisor to flex their schedule as other commitments may arise outside of scheduled office hours (i.e. duty response, Division meetings, all-staff meetings, etc.).

Mandatory Reporter

The person in this position is designated as a Campus Security Authority (CSA) and is required to report information about crimes in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act also known as the Clery Act [20 U.S.C. § 1092(f)]. In addition, the person in this position is regarded as a mandated reporter regarding child abuse and neglect and other misconduct including sexual violence and harassment. This includes any information shared in reference to any possible physical abuse, sexual abuse or neglect of a person under the age of 18. A **mandated reporter** is defined as a person obligated by PA law to report child abuse in situations where there is reasonable cause to suspect child abuse. All West Chester University administrators, faculty, coaches, staff, student workers, independent contractors, and volunteers are considered mandatory reporters. The PASSHE Board of Governors' Policy 2014-01-A requires training for all employees on Mandated Reporting of Child Abuse.

Academic Expectations

This offer is contingent upon you remaining in good student conduct standing and academic standing. Graduate staff are expected to maintain a 3.0 cumulative and term GPA. You will need to submit your transcript from previous semester and class schedule for upcoming semester at the end of each term. A new class schedule must be submitted if you make any class/schedule changes.

Internship Experience

Students in the Higher Education Policy and Student Affairs (HEPSA) program are required to complete a 250-hour internship in the field over the course of one semester/summer. Graduate students in this program may utilize Residence Life and Housing Services as an internship site, but approval from the Associate Director of Residential Programming and Academic Initiatives is required. When counting towards the internship experience, hours from Residence Life and Housing Services must be gained from additional professional experiences outside of the general day-to-day responsibilities and scope of the position. “Double dipping” of hours will not be permitted.

Compensation

The compensation package for this position includes: a shared apartment and a \$5,000 annual stipend paid on a biweekly basis over the course of the contract period, partial meal plan, a full tuition waiver (excluding fees or any prerequisite undergraduate class or elective not accepted as part of your program) for full time study in a West Chester University graduate program. Due to the year-round nature of the position, summer classes will be paid for by Residence Life and Housing Services.

Please note: in an ever-changing landscape due to the COVID-19 pandemic, this position description is subject to change. Successful candidates will be made aware of such changes at appropriate times of the recruitment and hiring process.