Graduate Assistant for Campus Engagement  
Residence Life & Housing  
University of Delaware  

Context of the Position:

The Graduate Assistant (GA) for Campus Engagement works to support Residence Life and Housing (RLH) Student Engagement initiatives and to connect residence hall students with major RLH and Division of Student Life campus engagement initiatives. The GA supports administrative functions of various RLH student engagement opportunities. The GA provides support in areas where departmental priorities and goals intersect with other Division of Student Life units. The GA acts as a marketer, promoter, and spokesperson for departmental and divisional student engagement opportunities. Collaborates with Residence Life & Housing staff and various Student Life units in the development of marketing campaigns and staff training presentations. Direct facilitation of residence hall floor and hall-wide presentations is expected. An emphasis is placed on direct field work and action in this area. While promoting student engagement opportunities may be required for a variety of units, initial emphasis is placed on collaborations with the Career Services Center, International Partners (Office of International Students and Scholars, English Language Institute, and Institute for Global Studies), and the Center for Black Culture. The Graduate Assistant for Campus Engagement is supervised by the Associate Director for Student Engagement and Assessment and receives direction from each of the Associate/Assistant Directors, the Student Engagement Coordinator, and the Communications Specialist.

Major Responsibilities:

Residence Life and Housing Student Engagement Support:

- Under the direction of the Associate Director for Student Engagement and Assessment, assist with the planning, development, and implementation of large scale Residence and Housing Engagement Events and Initiatives.

- Under the direction of the Student Engagement Coordinator provide assistance with Student Engagement initiatives and programs hosted at campus Student Engagement Centers. Provide assistance with event and space reservations and management for campus Engagement Centers. Assist with timesheets and scheduling of Desk Attendants and Engagement Leaders.

- Assist the oversight of the Student Initiative Fund by attending SIF council meetings, reviewing requests for reimbursement, writing student reimbursement checks, and maintaining up-to-date SIF budgets.

- Support initiatives of the Assistant Director for Leadership Development
  - Assist with Resident Assistant Internship and Leadership Exploration (RAILE) program including maintaining warehouse of participant resources, schedule, reserving space for RAILE workshops, and hosting leadership workshops.
  - Assist with coordination of Residence Life and Housing Alternative Break (RLHAB) service trip logistics, including travel, housing accommodations, and reservation fees.
  - Assist with creation of Student Leadership and Service Awards, Leadership Development Badging, and RAILE materials
  - Maintain record of departmental student nominations and awards to be archived
- Assist with promotion and implementation of initiatives that promote the Student Leadership and Service Awards
- Support Sophomore Year Experience programming initiatives

- Support initiatives of the Assistant Director for Equity and Inclusion
  - Assist with Intercultural themed Living Learning Community initiatives
  - Support Welcoming and Inclusive programming initiatives
  - Assist with efforts to coordinate international student support and success (including Academic Transitions program, IEW, IGS initiatives, ELI collaborations)
  - Assist as needed with MLK Day of Service, Campus Day of Service, Alternative Breaks, and Weekly Service program

- Assist with UD Decision Days and Blue and Gold Days, including creation of marketing materials as directed.

- Assist with all aspects of planning and coordination of Spring into Success Conference

- Attend and contribute to fall Resident Assistant training in August as well as training during the academic year.

- Assist with opening weekend logistics, major programs, and move in processes.

- Participate in all department-wide staff recruitment, selection, and training activities.

- Assist with additional RLH projects and initiatives as assigned

**Support campus student engagement efforts:**

- Collaborate with Career Services Center (CSC) to develop a series of promotions for residence hall students related to Handshake, Career Counseling programs, walk-in assistance services, various career fairs, and internship promotions. Meet with Career Services professional staff to develop a comprehensive knowledge of initiatives and create marketing campaigns for residence hall students. Serve as a primary point of contact for Residence Life staff who wish to host a Career Services presentation in the residence hall. Assist with program development and liaison with CSC staff to identify facilitator.

- Assist CSC professional staff with the marketing and implementation of various career fairs on campus. Develop residence hall student involvement initiatives and create special programs specifically designed to first-year student involvement in career fair events.

- Collaborate with Center for Black Culture professional staff and with the Residence Life & Housing Communications Specialist(s) to promote residence hall student participation in CBC and related student organizations programming efforts. Meet with CBC staff and student leaders to develop a comprehensive understanding of programs, events, and student opportunities. Work with the Residence Life & Housing Communications Specialist to disseminate information and promote campus activities related to cultural programs and initiatives for underrepresented populations.
• Collaborate with campus partners working to support international initiatives on campus including Office of International Students and Scholars, English Language Institute, and Institute for Global Studies. Meet with campus partners to develop an understanding of opportunities, initiatives, and events.

Qualifications:

Graduate Assistants must be full-time, matriculated students in a graduate program to be eligible for this, or any graduate assistantship. Additionally, the Graduate Assistant must meet all requirements of the University of Delaware Graduate Student Appointment and must abide by all policies and guidelines specified by the Office of Graduate and Professional Education: http://grad.udel.edu/policies/#fellowship-assistantship.

The Graduate Assistant should have:
- A genuine interest in and willingness to work with students.
- An understanding of student attitudes, concerns, and issues.
- Creativity and the capacity to successfully present through public presentations and publications.
- Demonstrated ability of organizational, computer and communication skills.
- Demonstrated ability to work independently and within group settings.
- Demonstrated ability to take the initiative in setting and achieving goals.

Successful candidates will have had experience in one or more of the following areas:
- Residence Life/Housing
- Student leadership
- Campus housing
- Volunteer/Service projects
- Student Activities
- Campus Programming

The Graduate Assistant position will require evening and weekend commitments.

Compensation:

- Graduate tuition for the fall and spring semesters
- Stipend: $18,000 for academic year paid bi-weekly (2017-2018 rate; rate would be adjusted for live-on assistantship)

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University’s Notice of Non-Discrimination can be found at: http://www.udel.edu/aboutus/legalnotices.html