Context of the Position:

The Graduate Assistant (GA) for Campus Engagement works to support Residence Life & 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 and serves a primary role in marketing and promoting student engagement. 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 UD Career Center and international partners such as the Office of International Students and Scholars, English Language Institute, and Institute for Global Studies. 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, and the Student Engagement Coordinator.

Major Responsibilities:

Student Engagement Support

- Under the direction of the Associate Director for Student Engagement and Assessment and Assistant Directors, 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 and public Residence Life & Housing event spaces.
- Assist in 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.
- Collaborate with UD Career Center 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 Center 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 Center presentation in the residence hall. Assist with program development and liaison with Career Center staff to identify facilitator.
- Assist UD Career Center 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 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.

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

**Equity and Inclusion**
• Support Welcoming and Inclusive programming initiatives
• Assist with efforts to coordinate international student support and success (including Academic Transitions program, I EW, I GS initiatives, ELI collaborations)
• Assist with coordination of Residence Life and Housing Alternative Break (RLHAB) service trip logistics, including travel, housing accommodations, and reservation fees.
• Collaboratively implement MLK Day of Service, Night of Service, and other Program Plan service initiatives as assigned
• Assist with Intercultural themed Living Learning Community initiatives

**Departmental Support**
• Assist with preparation for and staffing of UD Decision Days and Blue and Gold Days, Attend periodic departmental training sessions as assigned by supervisor
• Attend Resident Assistant Training to assist in the facilitation of staff learning throughout the year as directed by supervisor
• Assist with opening weekend logistics, major programs, and move in processes.
• Participate in all department-wide staff recruitment, selection, and training activities.
• Perform other duties as directed based on departmental, area, or in-hall needs

**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 facilitate and guide learning for student and professional audiences through presentations and workshops
• 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/Campus Housing
The Graduate Assistant position will require evening and weekend commitments. If available, Graduate Assistants will be given the opportunity to attend and be paid hourly for training in July and August in conjunction with other Residence Life & Housing Staff.

**Compensation:**

- Graduate tuition for the fall and spring semesters
- Stipend: $20,000 for academic year paid bi-weekly (2018-2019 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](http://www.udel.edu/aboutus/legalnotices.html)*