Graduate Assistant for Community Development  
Residence Life & Housing  
University of Delaware

**Context of the Position:**

The Graduate Assistant (GA) for Community Development works to support Residence Life and Housing in-hall staff and major Residence Life & Housing initiatives and events. The GA serves as an advisor and facilitator of residence hall and departmental student engagement opportunities. Within each residence hall, opportunities exist for students to become involved and make meaningful contributions that will improve the experience of residence hall students. The primary role of the GA is to support those efforts, which includes advising a group of student leaders who represent the student population within a residential area and assisting with the execution of initiatives that provide residents the opportunity to take on leadership roles and make contributions to their floor community. The GA can expect to plan and execute training and development opportunities for Resident Assistants and student leaders. Most of these duties are expected to be coordinated and facilitated in-person in the residence halls and assistantship hours will be non-traditional in nature. This position is required to live on campus in a one-bedroom apartment in the assigned residence hall. The Graduate Assistant for Community Development is supervised by a Residence Hall Coordinator (RHC) and receives direction from the Associate/Assistant Directors.

**Major Responsibilities:**

**Community Development Support**

- Promote and support residence hall programmatic efforts, including in-hall engagement opportunities and Living Learning Community (LLC) initiatives
- Responsible for the oversight and approval of student-initiated programs, which provide funding for residents to put on community development activities for their community.
- Assist residents and student-staff in purchasing and logistics support for their community development activities
- Meet individually with students interested in planning events for their community to serve as an advisor and source of support in the execution of their ideas
- Work with the RHC to build culture and capacity around the self-governing community structure. Coordinate, in conjunction with Resident Assistant mentors, monthly development opportunities (through meetings and one-on-ones) for floor-level student captains
- Provide one-on-one coaching and support to student-staff on creating and sustaining a culture of high engagement in their communities
- Serve as a liaison and partner to the Residence Life and Housing Engagement Centers, seeking to promote Engagement Center events and activities to residence hall students
- Support departmental priorities and major initiatives, providing on-site support and assisting in the marketing and communication of these efforts

**Advising**

- Serve as the primary advisor for up to 12 undergraduate students on the CC, in consultation with the RHC, by providing one-on-one mentoring and attending CC meetings to assist them in goal attainment
In conjunction with RHC supervisor, coordinate recruitment and retention efforts for Community Council (CC)
○ Provide budget support and oversight to the CC executive board
○ Work with the CC executive board to identify student needs through seeking feedback from residential students and utilizing feedback to champion advocacy efforts to improve the student experience in the residence hall
○ Attend all departmental workshops designed to increase advising skills and capacity

Conflict and Behavior Management
○ Support RHC supervisor in promoting initiatives designed to build capacity in residence hall students to employ effective interpersonal skills in their daily interactions with fellow community members
○ In consultation with supervisor, meet with students experiencing challenging roommate situations to mediate conflict and work to come to mutually agreed upon solutions
○ Meet individually with students accused of violating Residence Hall Regulations for Noise and issue appropriate educational sanctions, as directed by RHC supervisor
○ Maintain Maxient (conduct management system) up to date and carry out the appropriate case resolution procedure.
○ Attend ongoing departmental workshops and trainings designed to increase behavior management and conflict mediation capacity

Building and Area Leadership
○ Attend weekly staff meetings and co-facilitate team-building and development activities for Resident Assistants
○ Attend periodic all-staff and departmental business meetings as assigned/coordinated by supervisor in addition to weekly one-on-one meetings with supervisor
○ Coordinate or oversee lounge reservation process for students and groups requesting space usage
○ Utilize departmental assessment measures to identify areas of growth for the building, specifically focusing on awareness of and participation in engagement opportunities
○ Assist in the execution of the program plan, a year-long educational plan of initiatives executed to promote student learning in the building, by implementing initiatives directly or by coordinating implementation with groups of RAAs as assigned
○ Assist in opening and closing of residence halls as directed by RHC supervisor at the beginning and end of fall, spring, and winter sessions, as well as vacation periods
○ Attend Resident Assistant Training to assist in the facilitation of staff learning and team development throughout the year
○ 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 initiative in a given setting and achieve goals.

Successful candidates will have had experience in one or more of the following areas:

- Residence Life/Campus Housing
- Student leadership
- Volunteer/Service projects
- Student Activities
- Campus Programming
- Conflict Resolution

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: $16,000 for academic year, paid bi-weekly

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