



## **RESIDENCE LIFE GRADUATE ASSISTANTS**

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Campus Living is comprised of Housing and Dining services. Our student, paraprofessional, and professional staff are committed to our vision of, “Enriching the lives of our students by enhancing the learning environment of the University.” As such, we strive to provide innovative services, programs, and leadership to our residential student population. We seek to fill our open positions with individuals who can assist in building our vision into a reality for the hall communities.

Our professional Residence Life team is comprised of our Director, four Assistant Directors, 13 masters-level live-in professionals called Residence Hall Coordinators, and two Neighborhood Service Office (NSO) Managers. Our paraprofessional staff includes two Residence Life Graduate Assistants, one Residence Life Graduate Assistant - Judicial, 131 Resident Advisors (RA), two Residence Service Managers, and 50 NSO workers. Our residence hall population is about 5,000 students with each hall having between a 350-500 bed capacity.

### **REQUIREMENTS FOR CANDIDACY**

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Applicants should possess a bachelor’s degree and admission (or anticipated admission) in an accredited degree-granting graduate program at East Carolina University. Additionally, all applicants should be in good judicial and behavioral standing with East Carolina University, as well as with local, state, and federal laws.

Qualified applicants should exhibit excellent oral and written communication skills, possess knowledge of teamwork, leadership, time and stress management, planning/organizing, problem solving, crisis management, conflict resolution, diverse cultural appreciation, and helping skills.

While it is recommended that the applicant has worked for a residence life program during his/her undergraduate experience, it is not a requirement.

### **GENERAL GRADUATE ASSISTANT POSITION RESPONSIBILITIES**

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The two Residence Life Graduate Assistant positions and the Residence Life Graduate Assistant - Judicial position can expect the following general responsibilities:

- ? Serve as a positive and professional role model for residents, RAs, and other student staff at all times
- ? Maintain daily contact with supervisor
- ? Attend all scheduled meetings including weekly staff, one-on-ones with supervisor, and special assignment area manager(s)
- ? Conduct meetings as required by supervisor and/or in supervisor’s absence
- ? Assist with staff development activities as deemed appropriate by the supervisor
- ? Serve as a resource and referral agent to our residential population, RAs, and other student workers
- ? Hold office hours
- ? Assist supervisor with record keeping and/or monthly calendars
- ? Be available for high activity weekends as discussed with your supervisor
- ? Responsible for keys and supplies given at the start of the Graduate Assistantship; restitution must be paid for lost/unreturned items

### **Position Description: Residence Life Graduate Assistant**

The Residence Life Graduate Assistant is a ***live-in paraprofessional*** position responsible for working with the Residence Hall Coordinator in managing a multiple building, 500 plus bed, residential community. Additionally, the Graduate Assistant will work in one of two special assignment areas: ***Student Leadership*** or ***Administration & Programming***. Our 20 hours per week Graduate Assistantship is divided by 10 hours per week working along side the Residence Hall Coordinator and 10 hours per week working in the special assignment area. The Residence Hall Coordinator is the Graduate Assistants immediate supervisor.

### **Residence Life Graduate Assistant – Student Leadership Position Responsibilities:**

In addition to the **General Graduate Assistant Position Responsibilities** previously listed the following responsibilities are included:

- ? Hold a minimum of 5 in-hall office hours per week
- ? Assume in-hall duty rotation coverage with RA staff
- ? Coordinate RA semester duty schedules
- ? Attend and participate in Fall and Spring training
- ? Serve on a Campus Living Team (Diversity Education or RA Education and Development)
- ? Ensure your availability during the following weekends: Hall Openings and Closings, Halloween, Fall and Spring Open House, RA Candidate Carousel
- ? Serve as a Resident Advisor for a floor of 20-25 male residents (includes programming, floor meetings, mediation, confrontation, crisis intervention, and administrative tasks)
- ? Assist the Coordinator in developing and implementing programs in relation to the Jarvis Hall Leadership Program
- ? Monitor Jarvis residents' leadership program requirements
- ? Serve as one of the Residence Hall Association Committee advisors (includes attending all General Assembly meetings, weekly committee meetings, and any activities the committee hosts)

**NOTE:** This Assistantship occupies a room on a male floor as such a male is needed to fill this position.

Additional opportunities to help develop and frame the Residence Life Graduate Assistantship experience may include: Teaching the RA class, conducting judicial hearings, or developing and implementing RA Training Sessions

### **REMUNERATION**

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- Ten-month stipend of \$4,750.00 (August 2007 – May 2008)
- Single occupancy residence hall room with a Micro-Fridge
- Pirate 9 meal plan (9 meals a week, plus \$200 declining balance) per semester

### **Position Description: Residence Life Graduate Assistant**

The Residence Life Graduate Assistant is a ***live-in paraprofessional*** position responsible for working with the Residence Hall Coordinator in managing a multiple building, 500 plus bed, residential community. Additionally, the Graduate Assistant will work in one of two special assignment areas: ***Student Leadership*** or ***Administration & Programming***. Our 20 hours per week Graduate Assistantship is divided by 10 hours per week working along side the Residence Hall Coordinator and 10 hours per week working in the special assignment area. The Residence Hall Coordinator is the Graduate Assistants immediate supervisor.

### **Residence Life Graduate Assistant – Administration & Programming Position Responsibilities:**

In addition to the **General Graduate Assistant Position Responsibilities** previously listed the following responsibilities are included:

- ? Hold a minimum of 5 in-hall office hours per week
- ? Assume in-hall duty rotation coverage with RA staff
- ? Attend Hall Government meetings
- ? Assist the Residence Hall Coordinator advise Hall Government
- ? Attend and participate in Fall and Spring training
- ? Serve on the RA Recruitment & Selection Team
- ? Ensure your availability during the following weekends: Hall Openings and Closings, Halloween, Fall and Spring Open House, RA Candidate Carousel
- ? Provide assistance to three Assistant Directors in their efforts to successfully implement various initiatives including but not limited to the ACHIEVE academic initiative, RA Program Model and Room, data entry, recognition events, and RA duty schedules
- ? Hold between 8 – 10 Central Office Hours in which data entry can occur as well as working with ACHIEVE programs can occur.

**NOTE:** This Assistantship occupies a room in an all female residence hall as such a female is needed to fill this position.

Additional opportunities to help develop and frame the Residence Life Graduate Assistantship experience may include: Teaching the RA class, conducting judicial hearings, or developing and implementing RA Training Sessions

### **REMUNERATION**

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- Ten-month stipend of \$4,750.00 (August 2007 – May 2008)
- Single occupancy residence hall room with a Micro-Fridge
- Pirate 9 meal plan (9 meals a week, plus \$200 declining balance) per semester

**Position Description – Residence Life Graduate Assistant – Judicial Position Responsibilities:**

The Residence Life Judicial Graduate Assistant is a **live-out paraprofessional** responsible for working with the Assistant Director for Judicial Services in the Campus Living Judicial Office. The Graduate Assistant is expected to work a 20 hour work week but can work additional hours if their schedule permits.

In addition to the **General Graduate Assistant Position Responsibilities** previously listed the following responsibilities are included:

- ? Hold judicial hearings or follow-up meetings with assigned students
- ? Help with judicial paperwork: filing, entering data into the Campus Living access data base, creating and sending judicial queries, and writing judicial letters
- ? Remove and release judicial tags on the University's judicial data base (One-Stop)
- ? Answer phones and respond to questions concerning judicial matters
- ? Be a resource to Residence Life concerning judicial cases
- ? Conduct health and safety general hearings
- ? Schedule judicial hearing dates and times
- ? Help with RA training (if needed)
- ? Attend specific Fall training sessions
- ? Respond to questions and handle follow-up that is requested from the Office of Student Rights and Responsibilities
- ? Help create and do civility sanctioning workshops

**REMUNERATION**

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- Paid \$8.30 per hour or 332.00 every two weeks prior to taxes.

## **APPLICATION PROCESS**

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Please submit a cover letter of application (indicating which assistantship you are interested in, resume, three references (including name, address, phone number, and e-mail), and the attached information sheet to:

Steve Myszak  
Assistant Director for Campus Living  
Suite 100, Jones Hall  
Greenville, NC 27858  
e-mail: [myszaks@ecu.edu](mailto:myszaks@ecu.edu)

Application review will begin immediately with all positions remaining open until filled.

Thank you for your interest, please direct all questions to:  
Steve Myszak  
252-328-4913  
[myszaks@ecu.edu](mailto:myszaks@ecu.edu)



RESIDENCE LIFE GRADUATE ASSISTANTS

INFORMATION SHEET

Please print in black ink or type:

LAST NAME FIRST NAME M.I.

CURRENT STREET ADDRESS CITY STATE ZIP

PERMANENT STREET ADDRESS (IF SAME AS CURRENT THEN PLEASE WRITE SAME AS ABOVE) CITY STATE ZIP

CONTACT PHONE NUMBER CELL PHONE NUMBER (OPTIONAL)

E-MAIL ADDRESS Gender: Male Female

Which Assistantship are you applying for (please check all that apply):

- Residence Life Graduate Assistant – Judicial
Residence Life Graduate Assistant – Student Leadership
Residence Life Graduate Assistant – Administration & Programming

GRADUATE PROGRAM ADMITTED TO (OR ANTICIPATING ADMISSION)

EXPECTED DATE OF GRADUATION

Have you ever been arrested? Yes No If yes, please explain:

To the best of my knowledge, the above information is accurate and truthful. By completing this form and application, I authorize East Carolina University staff to contact my references to discuss my abilities, experiences and potential success in a Residence Life Graduate Assistant position.

SIGNATURE DATE