

Graduate Assistant for Residence Education

Eligibility

To qualify and to remain eligible for an appointment, the student must have Regular Admission status (or Qualified Admission status: eligible for Regular University admission but having only departmental conditions) and must maintain good academic standing in a graduate degree program at University of Louisville. The Graduate Assistant must be registered for and satisfactorily complete a minimum of 9 graduate credits each term the assistantship is in effect, except Summer Term, with term and cumulative GPAs of 3.00 or higher, and show satisfactory academic progress in fulfilling the requirements of the degree program.

Termination of appointment

All appointments are made for a specific period of time. Reappointment is not automatic, must be considered on a competitive basis, and is based upon an evaluation of the student's academic progress and performance as a Graduate Assistant. An appointment may be terminated at any time because of unsatisfactory academic performance, such as probation status, or for failure to register for and complete satisfactorily a minimum of 9 graduate credits in a term, or if the services provided by the Graduate Assistant are judged unsatisfactory or unnecessary.

Early resignation

If one chooses to leave the Graduate Assistant position earlier than the agreed upon contract date, all monetary benefits will be prorated based on the time of resignation and a prorated amount of tuition will be owed to Campus Housing.

Responsibilities

- A. Residence education
 - i. Programming
 - a. Review pre-programming and program evaluation forms on OrgSync.
 - b. Conduct weekly audits on OrgSync, and follow up with hall supervisors as needed.
 - c. Ensure that the programs in the hall adhere to the Residence Education Model.
 - d. Support student-driven programming.
 - e. Serve on the planning team for all signature events.
 - f. Attend all signature events.
 - ii. Living learning communities
 - a. Collaborate with living learning community partners (e.g., departments, faculty in residence, and etc.) as directed by the Program Coordinator for Residence Education.
 - b. Develop and lead a living learning community advisory board.
 - iii. Academic initiatives
 - a. Liaison with campus partners for recurring programming (e.g., in-hall advising).

- b. Ensure that facilities are ready for recurring programming.
- c. Collaborate with campus partners and the Residence Education team to produce bulletin board materials each month.

B. Advising

- i. Serve as the advisor to the National Residence Hall Honorary (NRHH) with the Program Coordinator for Residence Education.
- ii. Conduct weekly meetings with advisees to discuss performance, organization goals, professional goals, and personal goals.
- iii. Attend NRHH events, which may include conferences.
- iv. Assist in leading organization meetings.
- v. Assist in planning and executing training, retreats, and large scale events.

C. General responsibilities

- i. Manage the Resource Rooms and Event Supply Rooms, which includes, but is not limited to ensuring they are functional work areas for all student leaders to use, ordering and tracking inventory.
- ii. Serve on the Student Staff Selection Committee and at least one other Campus Housing committee for the academic year.
- iii. Attend weekly meetings with supervisor.
- iv. Attend weekly Residence Education staff meetings.
- v. Attend all other meetings including but not limited to the Student Affairs Divisional staff meeting, Campus Housing full staff meetings, and annual retreat.
- vi. Complete administrative tasks to support the department and other duties as assigned.
- vii. Demonstrate ethical conduct as outlined by the ACUHO-I Standards and Ethical Principles for College and University Housing Professionals.

Hours

- Some hours between 8:00 AM and 5:00 PM must be kept in order to conduct business with the Campus Housing Office. Some evenings and weekends are expected for responsibilities such as meetings and programs.
- Serve 20 hours per week.
- Hours may exceed stated requirements due to the fluctuation in responsibilities during the academic year.

Compensation

- \$1,000 monthly stipend.

Benefits

- Meal Plan with University Dining worth \$500 each semester to allow Graduate Assistant to engage with students and staff in the dining facility.
- Limited professional development funds are available to be requested.
- Graduate Student Healthcare insurance.



Tuition remission

- Must take a minimum of nine graduate credits.
- Tuition remission (including out-of-state tuition) is provided for two academic terms taking place in fall and spring. Summer tuition remission is not available for this role because it is a 10-month position.
- Student fees and additional fees such as online course fees are the responsibility of the Graduate Assistant.

Office contact/GA supervisor: Evan Keil, Program Coordinator for Residence Education

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Office website: www.louisville.edu/housing

Number of positions: 1