



## **ST. CLOUD STATE UNIVERSITY ASSISTANT HALL DIRECTOR GRADUATE ASSISTANTSHIP**

Assistant Hall Director, Graduate Assistantship

Residential Life

St. Cloud State University

Position Summary

Graduate Assistants serve as Assistant Hall Directors and assist in the operation of residence halls/apartments of 250 - 550 students. Graduate Assistants play a primary role in facilitating community development within the residential living environment at St. Cloud State University.

### **Essential Duties, Tasks and Responsibilities**

- \* Assist with the coordination and implementation of community development within the residence hall/apartments.
- \* Assist with the creation of an academically-focused residential environment that supports student success and learning.
- \* Assume leadership for educating students through the development and implementation of educational and community service programs and activities.
- \* Establish effective relationships with students in the community.
- \* Assist with creating socially just communities where differences are celebrated.
- \* Respond to emergencies, crisis situations, and student issues and participate in the campus-wide duty schedule for the Department of Residential Life.
- \* Educate students on departmental and University policies and procedures.
- \* Perform administrative tasks in accordance with established Residential Life procedures and deadlines.
- \* Adjudicate low-level conduct cases and assist with administering judicial paperwork.
- \* Assist with the training, supervision and evaluation of undergraduate staff (Community Advisors, Night Security and Desk Assistants).
- \* Assist with facilitating weekly in-hall CA staff meetings and other staff meetings as appropriate.
- \* Assist in the advising of community council and support student leadership development initiatives and efforts.
- \* Participate in professional development activities locally and regionally.
- \* Serve as a resource and advisor to students and assess student needs, making appropriate referrals.
- \* Assist in selection of student staff, including community advisors, night security staff, and desk assistants.
- \* Participate in strategic planning initiatives for the Department of Residential Life.
- \* Assist with student recruitment, housing and academic retention initiatives and efforts.

- \* Help monitor and assess the physical environment of the residence hall/apartment complex. Facilitate the resolution of facility concerns, maintenance, repairs and cleanliness.
- \* Help maintain an inviting lobby environment with updated and resourceful bulletin boards and display areas.
- \* Attend and participate in staff training sessions, meetings, and professional development opportunities.
- \* Perform other duties as assigned.

### **Minimum Qualifications & Requirements**

Bachelor's degree required. Previous residence life/student leadership experience preferred. Candidates must be accepted and enrolled in a graduate program at SCSU carrying 8-12\* credits per semester prior to employment. For more information on graduate programs available visit: <http://bulletin.stcloudstate.edu/gb/programs.asp>  
*\*GAs must receive advance permission from their supervisor to enroll in more than 12 credits per semester*

### **Compensation**

An annual stipend of \$10,000, room and board (when dining is available), reserved parking, and graduate tuition remission for up to 8 credits (excluding fees, tuition waiver is considered taxable income) per semester (fall and spring). GAs may apply for up to \$250 in professional development funds annually. Additional employment opportunities may be available during summer. Review of applications will begin on Nov. 14, 2011.

### **To Apply**

Please submit a letter of application, resume and the name, mailing address, telephone number and email address of three professional references to:

Brian Emerick, Area Coordinator  
Residential Life, Ervin House  
St. Cloud State University  
720 4th Avenue South  
St. Cloud, MN 56301-4498

A completed application will include official transcripts which are required for on-campus interviews. Appointment will be contingent upon completion of a successful criminal history background check. SCSU is a member of the Minnesota State Colleges and Universities System and is committed to excellence, actively supporting cultural diversity. To promote this endeavor, we invite individuals who contribute to such diversity to apply, including minorities, women, GLBT and persons with disabilities.