

Graduate Assistant for HRL Student Leadership Position Description

The Graduate Assistant (GA) for Student Leadership in Housing and Residence Life (HRL) at Texas Christian University (TCU) is a part-time (10-month), 20 hours per week position. The GA focuses on the design and execution of leadership development and advisement programs within Housing and Residence Life. Evening and weekend hours are periodically required. This position reports to a Hall Director team member and will receive special project assignments from the Director of Housing or another member of the Leadership Team. The GA position requires a high level of organization, enthusiasm for working with students, and the ability to work well on independent task. The GA position will serve as a committee member with both Student Affairs professional staff and other GAs. As an AA/EEO employer, TCU recruits, hires, and promotes qualified persons in all job classifications without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law. The primary responsibilities are:

Departmental Programming Initiatives:

- Attend staff meetings for Hall Directors and participate in scheduled trainings
- Advise National Residence Hall Honorary (NRHH)
- Advise Hall Crew Association (TCU's version of Residence Hall Association)
- Oversee Lead Desk Assistants
- Coordinate "House Calls"- A program connecting faculty and staff in the residence halls
- Coordinate "Donation Station"- An end-of-semester donation program for residents
- Assist with various departmental and individual hall programming efforts as needed

Staff Supervision:

- Supervise 10-15 desk assistants
- Coordinate desk assistant staff meetings including development opportunities, department updates, and customer service on-going training
- Monthly meeting with each desk assistant regarding personal and professional growth

Housing Administration:

- Participate in professional development opportunities provided by department
- Assist with and participate in Housing Student Assistant trainings or programming
- Help create publication graphics for website, social media, and other print materials
- Assist in maintaining social media platforms and website
- Assist Hall Directors and Leadership Team as needed
- Assist with fall and spring check-in/check-out process
- Assists with Off-Campus Housing Fair and informational sessions
- Serve as a liaison with Off-Campus Marketing and other Housing and Residence Life vendors