

Graduate Assistant for Residence Life Position Description

The Graduate Assistant (GA) for Residence Life in Housing and Residence Life (HRL) at Texas Christian University (TCU) is a part-time (10-month), 20 hours per week position. This position includes on campus housing, meal plan, and on campus parking. The GA will be responsible for assisting with building management and assisting with the creation of community norms and hall programming for a hall of approximately 160 students. Evening and weekend hours are required. This position reports to an Assistant Director and will receive special project assignments from the Director of Housing or one of the office's Assistant or Associate Directors (ADs). 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. The primary responsibilities are:

Residence Hall Community Development / Knowing, Connecting, Empowering (KCE):

- Supervise 1 Assistant Hall Director (AHD) and 5-8 undergraduate Resident Assistants (RA) with KCE initiatives
- Develop connections with residents through monthly programming and hall visibility
- Assess effectiveness of hall programming

Residence Hall Staff:

- Attend staff meetings for HRL professional staff and individual residence hall staff
- Attend hall staff meetings and assist with planning and facilitation thereof
- Meet with RAs in groups by community/wing every week for the first month in the fall semester to help coordinate planning, collaboration, execution, and evaluation of RA programming
- Weekly meeting with each individual RA on staff about KCE progress and planning
- Participate in staff training for all residence hall personnel, including RAs and Desk Assistants (DA)

Assistant Hall Director staff:

- Advise Assistant Hall Director staff
- Coordinate Assistant Hall Director training
- Co-facilitate Assistant Hall Director work group
- Assist in development and implementation of DA trainings

Residence Hall Administration:

- Assist with building walkthroughs and facilities follow-ups
- Meet with supervisor to divide up conduct case load
- Adjudicate violations of University policy and the Code of Student Conduct using Maxient
- Enforce departmental and university policies and regulations
- Manage wing budgets for staff of 5-8 RAs
- Assist with winter/spring closing meetings
- Assist with annual building closing and student move-out process

Departmental Projects/ Division Responsibilities:

- Serve on 1-2 departmental committees
- Assist with staff selection and RA/DA interview process
- Create a formalized training for DAs
- Assist with centralized move in process
- Support larger university initiatives and programming
- Actively participate in professional development events provided by the department and division

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.