



# Housing and Residence Life

UNIVERSITY OF CENTRAL FLORIDA

## POSITION DESCRIPTION AND RESPONSIBILITIES GRADUATE ASSISTANT FOR STUDENT STAFF SELECTION & LEADERSHIP

### HOUSING & RESIDENCE LIFE RESIDENTIAL PRIORITY: **Global Citizenship**

UCF Housing residents will be active, engaged and productive Global Citizens. The residential priority encompasses: Self-Awareness, Cultural Competence, Community Engagement and Global Impact. As members of the Student Development and Enrollment Services division at the University of Central Florida, we believe the values of Integrity, Scholarship, Community, Creativity, and Excellence guide our actions, decisions and behaviors.

### SUMMARY OF POSITION

The Graduate Assistant of Student Staff Selection & Leadership is a live-in position designed for students enrolled full-time in a graduate level program at the University of Central Florida. Graduate staff work directly with professional and student staff to offer support, services and assistance to the members of the UCF's residential communities. The Graduate Assistant of Student Staff Selection & Leadership works directly with the Residence Hall Association and National Residence Hall Honorary to assist the residents of the University of Central Florida's apartment and residence hall populations in the pursuit of leadership development. This position will support all student staff recruitment and selection efforts for Resident Assistants, Office Assistants, and Residence Hall Apartment and Patrol staff. Graduate staff will maintain 20 hours per week including evening and/or weekend hours for organization meetings and events. Additionally, graduate staff serve in an on-call duty rotation throughout each semester.

**RESPONSIBLE FOR:** Assist with advising Residence Hall Association & the National Residence Hall Honorary. Assist in developing and executing the recruitment and selection processes for student staff in Residence Life.

**REPORTS TO:** Coordinator, Student Staff Selection & Leadership

### RESPONSIBILITIES

#### ADMINISTRATIVE

- Attend weekly 1-on-1 meeting with supervisor
- Be visible, available, and accessible
- Maintain current communication with your Coordinator reporting problems and other relevant information
- Submit departmental reports and evaluations by designated deadlines
- Assist in management of budget for leadership initiatives and staff selection
- Oversee the department calendar updates in regards to student leadership & selection
- Responsible for proper e-mail, calendar, and voicemail management and response
- Provide updates for DHRL Leadership/Involvement & Selection webpages and social media
- Prepare monthly and annual written reports for supervisor
- Support all DHRL initiatives including the residential curriculum
- Hold self and students accountable to departmental expectations of creating and maintaining an inclusive environment in the residential communities



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## STUDENT STAFF SELECTION

- Serve on the DHRL Student Staff Selection Committee
- Assist with the development and implementation of RA, OA, and RHAP selection including but not limited to: marketing, recruitment, information sessions, applications, interviews, selection, and hiring protocol.
- Co-facilitate the student staff move process for each semester
- Co-facilitate the student staff summer exemption process
- Assist in developing and adhering to selection timelines
- Assist with developing and maintaining accurate student staff rosters
- Maintain positive working relationships with Residence Life, DHRL Human Resources, Assignments, Facilities, Key Services, and other key stakeholders.
- Benchmark best practices and research ways to enhance our selection process
- Co-manage the [ResLifeSelection@ucf.edu](mailto:ResLifeSelection@ucf.edu) Outlook account by appropriately responding to e-mails
- Support other selection related initiatives/tasks

## STUDENT LEADERSHIP

- Serve on the DHRL Leadership Committee
- Facilitate and promote student initiatives that enhance the living/learning environment
- Assist in the development and marketing of leadership opportunities for residential students
- Oversee the recruitment, elections, and training processes for NRHH and RHA
- Take lead on advising the Housing Leadership Institute committee
- Assist with planning, developing, and implementing Leadership Development Days (Fall & Spring)
- Assist with updating and implementing RLS (Resident Leadership Series)
- Develop leadership experiences that align with designated learning outcomes
- Manage assessment implementation and evaluation of designated learning outcomes
- Attend RHA/NRHH functions and programs, including community-wide events
- Serve as an ongoing resource, advocate, and counselor for residential student leaders
- Implement recognition efforts for student leaders, ongoing and end of the year events
- Write one OTM (Of The Month) nomination per month
- Assist in providing advisor training to DHRL professional staff
- Act as a liaison with Area Council advisors to ensure consistent communication and support
- Participate in student conferences as needed
- Support other leadership initiatives

## RISK MANAGEMENT AND INCIDENT RESPONSE

- Confront, document and enforce University and Departmental rules, regulations, policies and guidelines
- Participate in an annual on-call duty rotation schedule with other graduate staff, which may include Thanksgiving and Spring Breaks for at least 2 weeks each semester (Fall, Spring, Summer)
- Provide follow-up support to students involved in incidents



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- Respond to incidents over the phone and in person during assigned on-call weeks between 4:45pm-8:00am on weekdays and 24 hours/day over weekend days
- Respond to situations as instructed by DHRL incident response procedures and protocols, training, and/or professional staff members
- Serve as vital and important personnel during departmental and university special events
- When serving in an on-call capacity, Graduate Assistants must abide by on-call expectations

## **ADDITIONAL EXPECTATIONS**

- Ability to work nights/weekends and during special periods of time including staff recruitment/selection, training, and opening/closing
- As live-in staff, graduate staff are expected to maintain residency in their assigned apartment
- Graduate Assistants are considered vital and important and will respond as directed to UCF emergency situations. You may be asked to assist during University-wide events such as hurricanes or other emergencies when Housing and Residence Life staff are needed. These instructions will come from the Director or designee.
- Maintain a full-time credit load in a graduate-level, degree-seeking program at UCF
- Maintain at least a 3.0 GPA in graduate program
- Maintain availability for and attend scheduled departmental meetings and trainings as directed
- Maintain weekly scheduled community office hours. These hours must be conducted over the course of each of the five business days of the week, during the hours of 8am-5pm, unless academic commitments conflict. Graduate staff should flex their office hours to offset the weekend/evening commitments in the community
- May be reassigned at the discretion and needs of the Department of Housing and Residence Life
- Must abide by the UCF Golden Rule and Community Living Guide
- Must be an admitted student in a degree granting graduate level program at UCF by the time of hire
- Must sign and adhere to the graduate agreement before official hire
- Must successfully pass background check
- Perform other duties as assigned by the Housing & Residence Life department
- Preference may be given to graduate students enrolling in the Higher Education and Policy Studies graduate program
- Serve as a representative of the Department of Housing and Residence Life
- Serve on departmental committees
- Staff are hired for the duration of a single graduate program
- Staff who plan to enroll in an additional graduate program will be required to reapply for the position

## **COMPENSATION**

UCF Graduate Assistants receive a tuition waiver for full-time graduate enrollment (nine graduate credit hours) per semester (not including fees) and partial reimbursement for Student Health Insurance policy premium. Staff who depart prior to the end of the semester may be required to pay back the remaining balance on their tuition waiver. In addition, compensation includes a staff room at no cost to the student and \$13.52/hour for the twenty hours worked. This monetary compensation is paid on a bi-weekly basis.

GRADUATE ASSISTANT OF STUDENT STAFF SELECTION & LEADERSHIP POSITION DESCRIPTION



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Your signature here confirms that you have thoroughly reviewed this document and agree to abide by all directives and understand all requirements for the Graduate Assistant of Student Staff Selection & Leadership position for the 2019-2020 academic year, which have been outlined in this document.

**GA Name (Print):** \_\_\_\_\_ **PID:** \_\_\_\_\_

**GA Name (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_