Position Summary: The Graduate Assistant (GA) is a part-time professional staff member in the Department of Residential Life and is enrolled in a master’s degree program at Northeastern University. Due to the expectation of after-hours and weekend responsibilities, this position requires the individual to be available outside traditional work hours to respond to student concerns and attend department trainings and meetings. The GA will report directly to an Assistant or Associate Director of Residential Life and be primarily responsible for working in one of six areas, outlined below. Additionally, the GA will gain experience with hall administration and student staff support by pairing with a Resident Director mentor and working with the RD and hall staff approximately five hours per week. The GA will also be a member of the Graduate Assistant Growth Experience (GAGE) committee, which provides a strong focus on the professional development of the graduate staff during their time with the department. This position requires the individual to live on campus.

Qualifications: The successful candidate(s) must be enrolled full-time in a master’s degree program at Northeastern University. Preference will be given to those students enrolled in the College Student Development and Counseling Program in the Bouvé College. Previous experience in Residential Life is strongly preferred. Candidates must also have strong oral and written communication skills, experience with presentations, team building and group facilitation, and be self-motivated with a strong desire to learn. Basic computer skills are necessary.

Employment Period/Hours: Assistantships begin in mid to late-July and end in mid-May. This is a 10-month appointment; however, summer employment opportunities may be available.

Remuneration: Graduate Assistants will receive an on-campus apartment and meal plan (during the academic year) and a stipend of approximately $3,830 per semester.

Hours: A minimum of 20 hours per week, including some evening and weekend hours.

Supervision: Graduate Assistants report directly to an Assistant or Associate Director of Residential Life and are paired with a Resident Director mentor.
Responsibilities: The Residential Life Graduate Assistantships offer experience in several functional areas of residential education and housing. GAs are offered the opportunity to build expertise in multiple areas or focus on one specific area based on departmental needs and GA interest. Graduate Assistantship functional areas include:

- **Student Conduct**
  - Serve as a hearing officer, maintain and update the conduct database, assessment.

- **First Year Experience Program / Living Learning Communities (LLCs)**
  - Develop and implement content for programming, build relationships with campus partners, track programming goals, marketing and communication, assessment for first year students

- **Second Year Experience Program**
  - Develop and implement content for programming, build relationships with campus partners, track programming goals, marketing and communication, assessment for second year students

- **Professional Staff Recruitment, Selection, Training and Development**
  - Review applications, conduct interviews, plan on–campus interview logistics, communicate with candidates, manage candidate database, coordinate training logistics, plan and present training sessions, assessment.

- **RA Recruitment, Selection and Training (2)**
  - Review applications, conduct interviews, plan interview weekend logistics, communicate with candidates, manage candidate database, coordinate training logistics, plan and present training sessions, assessment.

Other Graduate Assistant responsibilities may include:

- Keeping weekly office hours
- Attending staff meetings
- Some night and weekend responsibilities
- Participation in the on-call duty rotation
- Serving as a conduct hearing officer
- General assistance with large-scale events (welcome days, opening, closing, etc…)
- Assisting RAs with programming
- Other related duties as assigned
- Committee assignments

Interested candidates may submit resume, cover letter and references to:

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