**Job Title:** Residential Student Experience Graduate Assistant (GA)
**Department:** University Housing-Residential Student Experience (RSE)
**Position Type:** Hourly part-time student employee
**Compensation:** $16/hour
**Hours:** ~15-20 hours weekly. During breaks when no academic classes are in session, GAs may have the opportunity to work up to 40 hours a week based upon operational need and prior approval.
**Supervised by:** GAs will be directly supervised by professional staff, assisting them with various administrative and programmatic duties. GAs work closely with Coordinators of Student Development (CSDs) to facilitate social, academic, and culturally inclusive educational initiatives.

**POSITION DESCRIPTION**
Graduate Assistants (GAs) assist live-in student and professional staff members in promoting student success for the 8,400 students living on campus. GAs are expected to develop positive relationships, promote a safe and comfortable living environment, develop community among their residents and fellow staff, and be committed to student’s personal and academic success.

**GA ROLES AND RESPONSIBILITIES**
The RSE GA position encompasses a broad range of duties and responsibilities related to the administration of University Housing and its various learning communities. *Given the dynamic nature of Housing, not all duties and responsibilities can be listed.*
- Assist in positive community development and response, addressing safety and inclusivity
- Participation in the implementation of a learning community
- Creation and implementation of educational and social initiatives (academic, inclusive, safety, etc.)
- Participation in the recruitment, selection and advisement of student assistants and Resident Advisors.
- Facilitation of Community Standards conduct meetings
- Co-facilitation of an RA candidate six-week workshop
- Co-facilitation of a leadership development series (Emerging Leaders)
- Co-facilitation of weekly RA staff meetings
- Conduct student development related research

**HIRING TIMELINE AND TRAINING**
- April 2021: Application opens
- April-July 2021: Interviews occur
- May-July 2021: Offers extended
- Mid-August 2021: Begin RSE GA role and training
- August-September 2021: Complete GA and RA training
- Mid-June 2022: Appointment ends

*Due to COVID-19, this offer is contingent upon budgetary and operational need, and the campus status.*

**SKILLS TO BE CULTIVATED**
- Understanding of learning outcome and assessment-based education
- Opportunity to gain experience leading one-on-one student meetings
- Knowledge and experience related to learning communities, leadership programs, program development
- Involvement in creating and administering preventative and educational programs
- Awareness regarding the issues facing college students, specifically those residing in on campus housing
- Understanding of higher education administration and enhancement of student services
- Understanding how to troubleshoot crisis and offer support
- Awareness of identity's impact on a student's college and residential experience

**REQUIRED QUALIFICATIONS**
- Bachelor's degree and enrolled as a full time Cal Poly graduate student (8+ units)
- Ability to work 15-20 hours per week; including some hours on weekends and after 5pm to attend programs, staff meetings, and departmental initiatives.

**PREFERRED QUALIFICATIONS**
- Role model through actions and words a respect for human dignity and an appreciation for people of all races, ethnicities, genders, religions, abilities, sexual orientations, gender expression, and gender identities, and confront intolerance
- Strong interpersonal, organizational, communication, time management, and leadership skills, as well as the ability to maintain them under stress
- Continual challenge of self to grow through the position and be open to change, new points of view, and constructive feedback from supervisory staff and peers
- Previous experience living and/or working in a residence hall or campus apartment setting
- Preference is given to candidates enrolled in a program with an emphasis on Student Affairs/Higher Education

**TO APPLY**
Visit MustangJOBS, powered by Handshake, to apply by May 30th, 2021. Additional questions and inquiries can be sent to housingjobs@calpoly.edu