



Blackburn College | Residence Life

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| Title of Position: | Residence Life Graduate Assistant |
| Contact: | Dr. Angie Morenz Dean of Work angela.morenz@blackburn.edu |
| Number of Positions available: | 2 |
| Contract Length: | 9 Months |
| Average Number of Hours per Week: | 20 |
| Salary: | \$595 per month |
| Additional Benefits: | On-Campus Apartment/Residential Room On-Campus Meal Plan |

Position Description:

- Assist in providing leadership & supervision for a comprehensive housing program for 400 residents in 6 residence halls.
- Recruit student staff and help develop & execute a comprehensive training program for all residence hall staff. Provide regular supervision to residence hall staff and regularly participate in evaluation and constructive feedback to each residence hall staff member.
- Assist in and mentor residence hall staff with regular hall programming & community building, crisis prevention & response, and on-call rotation.
- Help to coordinate housing/room assignment process (including academic year and all breaks)
- Work cooperatively with admissions staff to make effective room and roommate assignments for new students; help to coordinate an efficient and effective room draw process each spring for returning students
- Work closely with Student Life Office Manager to regularly update the campus information management system (CAMS) with student housing assignments, charges, fines, meal plans, and any other needed billing information related to Residence Life.
- Help coordinate opening and closing of all residence halls for each semester and break period.
- Regularly communicate & coordinate with Physical Plant for repairs, replacements, & cleaning as necessary in residence halls.
- Use SchoolDude platform to track work requests and attend biweekly meetings with the Physical Plant staff as needed.
- Help conduct program assessment & evaluation.
- Live in and manage a residence hall including but not limited to opening, closing, damage reports, maintenance needs, and other administrative duties as assigned.
- Advise the House Council and Resident Assistants in the planning, implementation, and publicity of programs and activities within the residence hall—designed to build community and to promote student success.
- Know, implement, and enforce college policies; adjudicate student disciplinary incidents within the residence hall
- Immediately report emergency incidents and incidents of assault, harassment or intimidation to the Director of Residence Life and/or Dean of Students
- Provide emergency and crisis intervention, campus resource referrals and advising to resident students.
- Serve in rotation as an on-call professional staff member and other “on-call” in residence hall as needed.
- Supervise student staff members in the performance of their duties.

Required Qualifications:

1. Bachelor's degree & interest in pursuing work in student affairs.
2. Communication and interpersonal skills.
3. Problem solving/conflict resolution skills.
4. Ability to balance multiple responsibilities & organizational skills.
5. Computer proficiency and abilities.
6. Assessment, evaluation and data analysis.
7. Familiarity with emergency response protocols.
8. Ability to work effectively with diverse individuals.
9. Patience and high level of energy—sense of humor too.
10. Willingness to work frequent night and weekend hours as well as during college breaks and some holidays.