



Saint Louis University | Housing and Residence Life

Title of Position:	Graduate Assistant for Assignments
Contact:	Manisha Ford-Thomas Director of Housing and Residence Life manisha.fordthomas@slu.edu
Number of Positions available:	1
Contract Length:	12 Months Summer Contract Required
Average Number of Hours per Week:	20
Salary:	\$700 per month
Additional Benefits:	Medical Insurance Professional Development Funding Furnished, air conditioned on-campus apartment On-Campus Parking Pass

Position Description:

The Graduate Assistant for Assignments is an academic year graduate assistantship reporting to the Assistant Director for Assignments & Marketing and the Assignments Coordinator. The Graduate Assistant for Assignments has responsibility for assisting the Assistant Director for Assignments & Marketing and the Assignments Coordinator with managing assignments-related services/activities for students. The Graduate Assistant for Assignments also serves as the building manager for Robert May Hall, which houses up to 44 graduate students.

Required Qualifications:

1. Preference will be given to post-bachelor's graduate students enrolled in a College Student Personnel Administration master's program or equivalent for the Graduate Assistant for Assignments position
2. Detail oriented
3. Has an appreciation for technology and process improvement
4. Works well on their own and in a team environment
5. The Graduate Assistant for Assignments for Housing & Residence Life is considered a security sensitive position. Applicants will be subjected to a background check
6. Must be committed to working within an innovative environment that is focused on the education of individuals and groups of college students within a residential setting through the development of cohesive living and learning communities
7. Must have a passion for working with a diverse student population
8. Be committed to student learning and development
9. Possess strong critical thinking and problem solving skills
10. Demonstrate initiative
11. Communicate effectively
12. Have a positive attitude
13. Possess an ability to manage structured autonomy
14. Must Work office hours in the central housing office during the day across several days of the week, and may be expected to work after traditional business hours as well. Office hours will be determined based on class schedule, in conjunction with supervisor
15. It is critical that all Housing & Residence Life staff understand the importance of educating leaders that are

equipped to participate in a global society

16. All staff are expected to expand their understanding of equity, diversity and inclusion while being advocates for and role models of multicultural competence