

**Office of Housing and Residence Life
Graduate Assistant**

Contact Person: Chuck Crawford, Residence Hall Director, 757-683-6828, cecrawfo@odu.edu

Job Description:

The Graduate Assistant in Residence Life is a live-in pre-professional position that includes evening and weekend hours and live-in responsibilities. The GA assists the Residence Hall Director in the daily management and development of a residence hall program that fosters an environment that is conducive to personal, academic, and social growth. Principal GA duties include front desk management, supervision of desk receptionists, student/community development, advising hall government, assisting the RHD with management of the residential facility and participation in on call rotation. GAs may also assist with the supervision of the Resident Assistant (RA) staff within a particular complex, but this is contingent upon experience and placement. Detailed job descriptions and information for all graduate assistant positions are available on our website at <http://studentaffairs.odu.edu/housing/>.

Qualifications:

- Enrolled full-time in a graduate degree program
- Excellent interpersonal, social and counseling skills
- Excellent oral and written communication skills
- Computer skills

Length of Assistantship:

This is a ten (10) month live-in position that will begin on August 3, 2009 and will end on May 21, 2010. Please note that the demands of the live-in position vary depending on the time of year. Typically you can expect to work an average of twenty-five (25) hours per week.

Academic and Professional knowledge and skills to be derived from this experience:

- GA will gain supervisory experience
- GA will gain experience coordinating staff training initiatives
- GA will gain knowledge on how to address student disciplinary issues
- GA will gain experience developing, and assessing programs that focus on student needs
- GA will enhance their conflict mediation skills
- GA will receive training in crises management
- GA will enhance communication and analytical skills

Suitable Academic Major:

Higher Education, Student Personnel, Counseling, or a related field with a demonstrated record of experience in residence life/housing.

Remuneration for Assistantship:

An annual stipend of \$10,000; in addition to housing and a full meal plan.