

**Leadership in Student Affairs M.A. Program  
Graduate Assistantship or Internship Position**



<b>Position Title:</b>	Assistant Community Director - Tommie North Hall, Desk, & RCT
<b>Type of Position:</b>	<input checked="" type="checkbox"/> Graduate Assistantship <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
<b>Institution Name:</b>	University of St. Thomas
<b>Institution Description:</b>	<p>Founded in 1885, the University of St. Thomas is a private, Catholic, liberal arts university based in the Twin Cities of St. Paul and Minneapolis, Minnesota. St. Thomas is one of the largest and oldest Catholic colleges or universities in the United States and is the largest private college or university in Minnesota. The University offers bachelor's degrees in more than 90 major and 60 minor fields of study and more than 60 graduate degree programs in seven academic divisions. Its graduate programs lead to master's, education specialist, juris doctorate, and doctoral degrees.</p> <p>Mission: Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common</p>
<b>Supervisor:</b>	Community Director - Tommie North
<b>Department Description:</b>	<p>The Department of Residence Life, through intentional relationship building, provides an inclusive and supportive educational living environment where students develop the skills and knowledge to think critically, act wisely, and work skillfully to advance the common good. The Department is a team of diverse and uniquely experienced professional staff, graduate hall directors, and student leaders who collaborate, support, challenge, and have fun together. This team approach extends to the larger division of Student Affairs and its partners, where collaborations are abundant with areas like Campus Life, Student Diversity &amp; Inclusion Services, Student Center, Dean of Students, International Students &amp; Scholars, Center for Well-Being, Career Development Center, Center for Student Achievement, and Center for the Common Good. Through Living Learning Communities, partnerships with faculty and academic affairs enhance the educational experience for residents.</p> <p>Residence Life intentionally promotes student learning through implementation of the Tommie Advantage Co-Curriculum. Our Co-Curricular Educational Priority is: as a result of students' experiences at the University of St. Thomas, students will become leaders who meaningfully advance the common good. The University of St. Thomas has a two-year residency requirement, which we believe supports student learning, connection to other students, faculty, and staff, and a sense of belonging on campus.</p>

<p><b>Appointment:</b></p> <p><input checked="" type="checkbox"/> Academic Year <input type="checkbox"/> 12 Months</p> <p><b>Start Date:</b> August 1, 2022</p> <p><b>End Date:</b> May 31, 2021</p> <p>Note: Opportunities for summer employment (June - July) may be available for additional pay.</p>	<p><b>Compensation:</b></p> <p><input checked="" type="checkbox"/> Stipend <input type="checkbox"/> Hourly Wage <input type="checkbox"/> Parking Provided <input checked="" type="checkbox"/> Professional Development Funds</p> <p><b>Payment Frequency:</b> Bi-Weekly</p>	<p><b>Remuneration:</b></p> <p>The Assistant Community Director position earns a stipend of \$9,800 and annual tuition assistance of \$7,000 for work performed during the academic year. The position is profile based and compensated with a stipend; it is not hourly, but the GSA can expect approximately 25 hours/week of time in a normal week. Weeks that involve training, move in, move out, high conduct, crisis or other special situations will require more time. The time commitment is also based on the GSA's own work style, speed, and engagement level. The department will work with the GSA on a personal plan to be successful in both the classroom and the residence hall. The GSA also earns a meal plan valued at \$2,850/year along with an on-campus apartment. The apartments provided by the University are to be lived in by the graduate student. Exceptions are made for graduate students who are legally married or have legal dependents. The meal plan is provided for the graduate students to primarily eat with their residents in multiple locations (e.g., the Binz, the View) on the St. Paul Campus. There may be opportunities to stay for the month of June, immediately following graduation from the master's program and completion of all work responsibilities, with approval from the Director of Residence Life. The Department of Residence Life supports and encourages professional development and funds are available to GSAs. Stipend and tuition assistance over \$5,200 are taxable income.</p>
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**Position Title:** Assistant Community Director - Tommie North Hall, Desk, & RCT

**Type of Position:**  Graduate Assistantship  Paid Internship  Unpaid Internship  Special Project

**Institution Name:** University of St. Thomas

**Position Description & Responsibilities**

- Co-Advise the Residential Connection Team (RCT):
  - Provide supervision support for the paid interns
  - Provide direction and support for residential events and connection opportunities
  - Promote student learning through the Tommie Advantage Co-Curriculum, focusing on the following learning goals: Self-Understanding, Connecting, Embracing Our Differences, Innovating Creatively, and Acting Wisely
  - Foster residential leadership development
  - Foster an inclusive, just, equitable residential community experience
- Co-Advise the National Residence Hall Honorary (NRHH), supporting service and residential student recognition.
- Supervise the Hall Desk within Tommie North Hall
  - Hire, train, and supervise the desk attendants
  - Manage desk operations
  - Foster leadership development opportunities
  - Foster an inclusive, just, equitable residential community experience
- Assist the Community Director for Tommie North Hall to:
  - Intentionally create and direct an inclusive, just, equitable residential community experience
  - Promote student learning through implementation of the Tommie Advantage Co-Curriculum, focusing on the following learning goals: Self-Understanding, Connecting, Embracing Our Differences, Innovating Creatively, and Acting Wisely
  - Provide meaningful individual attention to students
  - Respond to student concerns and behavioral situations
  - Advise Tommie North Community Event Board
  - Manage and oversee general administration of halls
- Serve in the on-call duty rotation for Residence Life
- Serve on department-wide committees
- Assist in various departmental and divisional initiatives

**Qualifications**

- Successful candidates will demonstrate a commitment to diversity, inclusion, and equity. They will exhibit sound communication skills and the ability to implement effective decision making in the work environment.
- Be enrolled in the Master of Arts, Leadership in Student Affairs program at the University of St. Thomas; maintain a full academic load in that program; remain in good academic standing throughout the entirety of the graduate student employment.
- This is a live-in position with the expectation of high visibility and presence, including time commitments on nights and weekends.
- Continuous employment is dependent on a positive ongoing and annual evaluation of work. It is our intent that graduate students will be employed in the position for up to two years.
- While performing the duties of this position, the graduate student assistant is regularly required to talk and hear; to sit, walk and use hands to finger, handle, or feel objects, tools, or controls; to be mobile in a residence hall that may not be handicapped accessible; to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. The noise level in the work environment is usually moderate to high.

**Application process & requirements**

- **Contact Name:** Erica Thompson
- **Address:** 2115 Summit Ave. #5052, St. Paul, MN 55105
- **Phone:** 651-962-6476
- **Email:** [ekthompson@stthomas.edu](mailto:ekthompson@stthomas.edu)
- **Materials Needed:** Submit materials via online application at <https://studentemployment-stthomas.icims.com/jobs/5837/graduate-student-assistant---residence-life/job>

**Participating at Visit Day:**  yes  no

**Will Schedule Interviews on Campus for another date:**  yes  no