

<b>Position Title:</b>	Graduate Assistant Area Coordinator Manor/Sorin/Apartments Office of Residential Life
<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>	Hamline University
<b>Institution Description:</b>	<p>Founded in 1854, Hamline was the first university in Minnesota and among the first coeducational institutions in the nation. Hamline University provides a world-class education for undergraduate and graduate students. Our faculty, staff, and students cultivate an ethic of civic responsibility, social justice, and inclusive leadership and service.</p> <p>Hamline University is an Equal Opportunity/Affirmative Action employer. Hamline University does not discriminate on the basis of race; color; religion; creed; sex; sexual orientation; gender identity; gender expression; national origin; marital status; familial status; status with regard to public assistance; membership or activity in a local commission; disability; age; protected veteran status; or any other status protected by applicable law in its education or employment programs or activities. The University will provide reasonable accommodations to qualified individuals with disabilities.</p>
<b>Supervisor:</b>	Yolanda Armstrong, Assistant Director, Office of Residential Life
<b>Department Description:</b>	<p>The Graduate Assistant Area Coordinator for Residential Life is a member of the Office of Residential Life who will assist and support the Area Coordinator through technical, administrative, and programming efforts, as well as by living in the residence hall community. The Graduate Assistant Area Coordinator (GAAC) reports directly to and is supervised by the Area Coordinator. The purpose of this position is to allow graduate students who are interested in the field of Residential Life or Student Affairs to gain experience and a better understanding of the residential life profession. Graduate Assistant Area Coordinators will work with their supervisor and the Assistant Director of Residential Life to reflect on their vocation and how their experiences as an AAC will help prepare them in their work with students and future careers.</p>

<p><b>Appointment:</b></p> <p><input type="checkbox"/> Academic Year</p> <p><input checked="" type="checkbox"/> 12 Months</p> <p><b>Start Date:</b> (June 1, 2019)</p>	<p><b>Compensation:</b></p> <p><input checked="" type="checkbox"/> Stipend</p> <p><input type="checkbox"/> Hourly Wage</p> <p><input type="checkbox"/> Parking Provided</p> <p><input checked="" type="checkbox"/> Professional Development Funds</p> <p>Benefits: The Graduate Assistant will have the opportunity to participate in the Association of Twin Cities Housing Administrators, MN Associate for Student Conduct Administrators, and UMR-ACUHO. The GA will also be required to schedule hours in order to attend Division staff meetings including Professional Development and Diversity training opportunities.</p>	<p><b>Remuneration:</b></p> <p>Week Hours: 20hr/week</p> <p>Payment Frequency: <b>Monthly</b></p> <p>Additional Notes: The graduate student chosen for this position will earn a monthly stipend totaling \$8,000, that will be paid in 12 equal payments beginning June 1, 2019 to May 31, 2020. On Campus housing and partial meal plan will be provided. This compensation is based upon completion of 20 hours per week in the office. Given the intense and time-consuming nature of our work, hours may vary slightly on occasion. For instance, during Summer and Fall orientation programs hours will be longer, but flexibility during non-program times will be provided. Outside employment is highly discouraged, but can be negotiated during the academic year.</p>
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## Position Description & Responsibilities

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assist in the planning, organization and implementation of one of Summer Conferences and Fall Student Staff Training
- Serve in the Area Coordinator On Duty Rotation for Fall, Summer and Spring Terms.
- Assist in the supervision of the Resident Advisers to assigned area
- Oversee assigned administrative and building management responsibilities
- Manage, maintain and update all forms for your area including, but not limited to room condition forms, work orders, petty cash, budgets, and all programming forms
- Assist in the staffing of information desks in the Central Office, Sorin Desk, and Apartment Desk
- Coordinate the creation and distribution of monthly area duty schedule with Resident Assistants
- Assist with low level conduct cases when necessary
- Meet with your Area Coordinator on a weekly individual basis
- Conduct individual meetings with the Resident Assistants on a regular basis
- Participate in the hiring, training and evaluation of Resident Assistants
- Required attendance and assistance with residence hall openings & closings
- Support Resident Assistants in programming planning process
- Complete an end of year programming report for your area
- Attend hall programming as able and in coordination with your Area Coordinator
- In cooperation with your Area Coordinator, advise area Hall Council.
- Uphold and adhere to all policies related to the Residential Life Contract, the Residential Life Handbook, and the University Code of Conduct.
- Respect and maintain confidentiality of staff and students with the exception of reporting all concerns to your Area Coordinator.
- Act as a role model for staff and students, and be a positive representative of the Residence Life team to all areas of Hamline University and the community.
- Complete special projects as assigned by your Area Coordinator

### REPORTING RELATIONSHIPS

- This position reports to the: Area Coordinator
- This position does not supervise other employees.
- This position assists in the supervision of student staff.

## Qualifications

### PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND KEY COMPETENCIES

- Strong candidates will possess administrative skills, diversity education and a sincere commitment to making a difference in the lives of students and the campus community.
- We seek a committed, energetic, and organized individual who is highly committed to the overall student experience, who exhibits an understanding of a multicultural community and enjoys the cross-campus collaborative experience of a small college environment.
- Working knowledge of Microsoft Office Suite, Google, and Google Apps
- Experience and sensitivity working with students from diverse backgrounds.

### MINIMUM EDUCATION/EXPERIENCE

- Bachelor's degree from an accredited college or university.
- Current enrollment in a Master's degree program at an accredited college or university in Higher Education, Student Personnel or related field at an accredited institution of higher education

### PREFERRED EDUCATION/EXPERIENCE

- Previous participation in formal diversity education or training
- 1 + years of experience working in an administrative support role in a business or educational setting

### WORKING CONDITIONS / EQUIPMENT

- Must be able to perform the following essential functions with or without a reasonable accommodation:
- Must be able to work on a computer for extended periods of time.
- Must be able to work some nights and weekends

## Application process & requirements

- Contact Name: Yolanda Armstrong
- Address: 1536 Hewitt Avenue Saint Paul, MN 55104
- Phone: 651-523-2061
- Email: yarmstrong01@hamline.edu
- Materials Needed: To apply, click/copy and paste this link:  
[https://hamline.wd5.myworkdayjobs.com/Default\\_Career\\_Site/job/St-Paul-Main-Campus/Graduate-Assistant-Area-Coordinator--Manor-Sorin-Apartments--Office-of-Residential-Life\\_R0000282](https://hamline.wd5.myworkdayjobs.com/Default_Career_Site/job/St-Paul-Main-Campus/Graduate-Assistant-Area-Coordinator--Manor-Sorin-Apartments--Office-of-Residential-Life_R0000282)

**Participating At Visit Day:**  yes  no

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