

Leadership in Student Affairs M.A. Program
Graduate Assistantship or Internship Position 2019-20



Position Title:	Graduate Hall Coordinator
Type Of Position:	<input type="checkbox"/> Graduate Assistantship <input checked="" type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship <input type="checkbox"/> Special Project
Institution Name:	Concordia University Saint Paul
Institution Description:	Concordia University, St. Paul empowers you to discover and engage your purpose for life, career and service in a dynamic, multicultural, urban environment where Christ is honored, all are welcome, and Lutheran convictions inform intellectual inquiry and academic pursuits
Supervisor:	Jake Wakem, Assistant Director of Residence Life Heidi Goettl, Associate Dean of Students and Director of Residence Life
Department Description:	Concordia University's Residence Life Department rests under the Dean of Student's office and the university's division of Student Life. Rooted in intrapersonal development, interpersonal competence, global and civic engagement, and leadership exploration and development, Residence Life is committed to providing the best on-campus experience for all residents.

Appointment:	Compensation:	Remuneration:
<input checked="" type="checkbox"/> Academic Year	<input checked="" type="checkbox"/> Stipend	Week Hours: 15-19 Hours a week
<input type="checkbox"/> 12 Months	<input type="checkbox"/> Hourly Wage	Payment Frequency: Semester Stipend
Start Date: Aug. 2019	<input checked="" type="checkbox"/> Parking Provided	Additional Notes: Housing provided, partial meal plan funds provided
	<input checked="" type="checkbox"/> Professional Development Funds	

Position Description & Responsibilities
<p>Job Guidelines and Details:</p> <p>Supervision:</p> <ul style="list-style-type: none"> • Supervise 4-7 Resident Assistants in either a first year or upper class apartment complex • Mentor and aid in the development of 100-300 students that reside in your hall community • Select staff members in March and train staff members in August and January • Provide on-going performance feedback • Serve as a resource, advisor and mentor • Facilitate bi-weekly staff meetings for a minimum of 60 minutes • Facilitate by-weekly one-to-one supervisory meetings for a minimum of 30 minutes • Review weekly reports and other administrative responsibilities of staff • Create and maintain a system of accountability • Conduct formal performance reviews with each staff member once a year • Document student staff behavior, successes, shortfalls, and conflicts • Take job action in the forms of warning, probation, or termination when necessary • Meet with students for low level, first offense policy violations through Maxient, the university judicial process <p>Supervisor:</p> <ul style="list-style-type: none"> • Schedule a 1:1 with your supervisor for every other week lasting roughly 60 minutes • Schedule a team meeting with the pro staff every other week • Complete a weekly report once a week to be submitted to your supervisor by 11:59pm on Sunday <p>Professional Development:</p> <ul style="list-style-type: none"> • Lead one activity a semester during all team meetings • Attend and actively engage in professional development opportunities such as Friday ATCCHA meetings as best as you can. This is encouraged, not required. • Plan development activities for RAs during team meetings. Base content on current trends in building and climate • Attend departmental meetings for ongoing training, unity, announcements, and updates

Training

- Attend, coordinate, present, and be actively engaged throughout fall training.
- Lead in-hall follow up training sessions assisting RAs comprehend hall specific details of each topic
- Prepare for second semester Training. Topics include: teambuilding, review of staff goals, expectations, community development and administration (e.g. duty schedule, one-to-one times). Topics may vary depending on the HCs assessment of staff needs.
- Grad students are expected to attend Graduate Coordinator training that will take place in the middle of July

Programming

- Approve all programs and events in Comet's Connection Admin site
- Work with RAs to program to meet requirements and host well attended, beneficial programs
- Encourage RAs to work with Jake to ensure all campus events are planned and orchestrated
- Print posters for RAs and communicate when posters are ready for pick up

Administration

- Complete all assigned tasks thoroughly, accurately, and in a timely manner.
- Complete a weekly report once a week to be submitted to your supervisor by 11:59pm each Sunday
- Block off time on the Student Life calendar when requesting time away
- Monitor the progress of 1:1 conversations, door decorations, bulletin boards, and programs. Send a copy to your supervisor each month
- Schedule 6 hours of office hours each week where you are present in your office
 - Catch up on all work emails first, student needs, RA communications
 - If caught up, you can work on homework and personal items with the door open
 - Post hours for the building to see
- Enter Maximo work orders when damage or complications are reported
- Check out the master card and ensure the safe return of the card into the notebook
- Monitor accountability logs for RA performance, Convo logs for 1:1s between RAs and residents, and weekly report logs for RA weekly reports due to supervisors
- Respect and do not abuse the privilege of having access including student access, card access, key access, and access to sensitive information
- Email supervisor when damage is created that may result in billing. Take photos of all damages and attach to emails

Crisis and Conduct:

- Keep accurate records of conduct situations and incidents that occur in your building
- Listen to students and staff in an attempt to understand both sides and the underlying issues
- Consult when necessary while keeping confidentiality when possible
- Follow up with residents who were documented from the weekend. This can be in the form of talking to your RA or following up yourself
- Occasionally serve as a conduct administrator involving low level policy violation cases

Duty (You are on duty during weekends. You are on call during weekdays. While on call, you will be the first call if help is needed. You are not expected to follow all guidelines below. You are asked to respond if around)

- Respond in person to all major issues: suicide ideation, sexual assault, self-harm, major facilities issues (if necessary), biased incidents, overdose (alcohol/drugs), and when requested
- Do not consume alcohol when you are on duty for the university
- Must have your phone on and accessible to respond by phone at all times
- Duty begins at 10pm on Friday and ends Monday morning at 8am. We call in around 10:10pm to Security as the RAs also call in at 10pm. We make sure the RAs checked in and follow up with them if they have not.

Other Assignments:

- Assist in departmental efforts such as Welcome Week, Orientation, Housing Sign Up, and RA Hiring
- Assist with departmental committees such as assessment, training, occupancy management, orientation efforts, large scale programming, or data protection

Qualifications

- Bachelor's degree
- Enrolled graduate student in the LSA program at the University of St. Thomas
- Experience working with students on a college campus in roles of a mentor, Resident Assistant, club leader, student employee, or student leader
- Ability to work with students from different backgrounds, races, ethnicities, classes, genders, sex, and orientation from oneself

Application process & requirements

- **Contact Name:** Jake Wakem
- **Address:** 1282 Concordia Avenue, Saint Paul MN 55104
- **Phone:** 651-641-8228
- **Email:** Wakem@csp.edu
- **Materials Needed:** Resume, Cover Letter, 3 professional references provided

Participating At Visit Day: yes no

Will Schedule Interviews on Campus for another date: yes no