



THE UNIVERSITY OF TOLEDO

Position Description

Date: <input type="checkbox"/> Created <input type="checkbox"/> Revised	
Position Title:	Administrative Graduate Assistantship
PCN:	
Employee's Name:	
Department:	Residence Life
Reports To (title):	Assistant Director/Project Manager

FLSA:	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Non-Exempt
State:	<input type="checkbox"/> Classified
	<input type="checkbox"/> Unclassified
Union:	<input type="checkbox"/> AFSCME
	<input type="checkbox"/> CWA
	<input type="checkbox"/> UTPPA
	<input type="checkbox"/> Union Exempt

General Summary

(Insert general statement of what the position is primarily responsible for providing in terms of service/function.)

Administrative Graduate Assistants are live-out positions with responsibility for a specific area or initiative within the residence life department. The graduate assistant is an academic year appointment and a 20 hour a week commitment, with full enrollment in a degree granting academic program a requirement. All Residence Life graduate assistants must recognize the value of and work toward the establishment of community. The expectation is that this is accomplished through interactions with students and staff both inside and outside of the office environment.

Principal Duties and Responsibilities

(Estimate percent of time spent on each duty during a typical work period; per day, week, month or year.)

Rank (List in order of importance)	List of Job Duties (Start each duty with an action verb such as "operate," "repair," "perform," "manage," or "coordinate," etc.)	Percent of Time
1.	Student Conduct <ul style="list-style-type: none"> - Serve as a student conduct officer for conduct infractions. Meet with students, explain student conduct procedures, discuss incidents, and make recommendations for sanctions. - Fulfill reporting responsibilities to the Office of Student Conduct as necessary or directed. Prepare and submit student conduct reports as assigned. - Monitor educational sanctioning procedures and process for assigned halls. Ensure that the status of assigned educational sanctions is documented and maintained. - Maintain communication with professional hall staff and other appropriate personnel regarding building and campus incidents, issues, and requests. - Conduct presentations for students related to the code of conduct and student conduct system. 	20%
2.	Staffing and Training <ul style="list-style-type: none"> - Assist in select phases of student staff (resident adviser, house 	20%

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	<p>manager, and desk staff) selection process. Publicize position openings, reserve rooms, coordinate information meetings, monitor correspondence to candidates, coordinate application time frame, review candidate qualifications, create publicity documents, and assist with interview schedules.</p> <ul style="list-style-type: none"> - Assist in the professional hall staff selection processes. Revise application procedures, review candidate qualifications, implement interview schedule. - Assist with tasks associated with fall and spring paraprofessional training program (schedule training space, prepare materials, publicize events, etc.). 	
3.	<p>Marketing and Communications</p> <ul style="list-style-type: none"> - Assist with the creation and annual revision of all residence life publications. These include, among other items, the application, contract booklet, resident handbook, individual building brochures, conference services brochure, and periodic newsletters. - Assist with the marketing of the residence life department. This includes, but is not limited to, working with University admission's events and creating ways to positively market the residence life department. 	20%
4.	<p>Residence Education</p> <ul style="list-style-type: none"> - Assist with the development and promotion of the Living Learning Communities. - Track and monitor the Residential Education budget. - Serve as a resource to all hall staff in Residential Education. - Providing resource materials for theme months and specialized programs. - Assist with FROG program 	10%
5.	<p>Administrative Operations</p> <ul style="list-style-type: none"> - Assist with the departmental key inventory. - Assist with the department's summer conference efforts. This includes the revision of the master summer schedule, the coordination of reservations and confirmation letters, and the marketing of the program to the University and greater Toledo community. 	10%
6.	Serve on departmental committees as needed.	15%
7.	Perform other duties as assigned.	5%
	TOTAL	100%

Impact on the Organization (Consider and include budget impact/accountability, regulatory compliance, patient care, student retention and any other factors which indicate the significant impact of your job on the organization, department or unit.)

1. Indirect impact on student retention by participating in marketing and student programming initiatives and by managing student conflicts through the student conduct system.

Qualifications/Knowledge, Skills & Abilities (Indicate minimum required to qualify or perform this job.)

Education/experience/licensing:

A Bachelor's degree from an accredited institution of higher education.
Enrollment in a University of Toledo graduate program.
Experience working in a residence hall setting preferred.

Communication and other skills:

Strong communication skills.
Strong organizational skills.
Ability and commitment to work with students of diverse backgrounds.

Reporting Relationships In addition to the direct supervisor (above), indicate the titles of other positions—both within the organizational unit (department, college or division), as well as outside the unit—which provide work direction to this position. Also, indicate which positions report directly to this position, as well as other positions that receive work direction from this position. (Use more space if needed.)

The Administrative Graduate Assistant may be indirectly supervised by the following positions and also receive work direction from the Director of Residence Life, Associate Director of Residence Life, Assistant Director and Project Manager. The Student Conduct Officer may also provide work direction related to student conduct.

Working Conditions

Works in a professional office environment with possible high stress levels. Some evening and weekend hours are required. May require lifting of no more than 50lbs.

The above list of duties is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of duties performed by the people so classified, nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

The signatures below indicate that the employee and supervisor reviewed the position description on

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the date shown:

Employee Name (PLEASE PRINT)
(w/credentials, if applicable)

Employee Signature Date

Supervisor Name (PLEASE PRINT)
(w/credentials, if applicable)

Supervisor Signature Date