

University of Toledo
Office of Residence Life

Graduate Assistantships

The Office of Residence Life offers two types of graduate assistantships. Graduate Assistant Hall Directors and the Graduate Assistant Community Director are live-in administrative positions with responsibility primarily for desk and security supervision and advisement of the hall government. Administrative Grads 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, but especially those living in a residential community 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.

Academic Conditions

Graduate assistantships are inherently linked to the pursuit of an advanced academic degree and in this regard, the following expectations apply.

- Upon enrollment in the academic program, a graduate assistant's plan of study must be filed with the Assistant Director of Staffing and Training. This plan of study, outlining the courses needed for completion and projected timeline serves as the framework through which the assistantship is managed.
- Although changes to the original plan of study may be made, transferring into another academic program may jeopardize the availability of the assistantship and may only be done with the approval of Residence Life.
- Graduate assistants must be enrolled in 9-12 credit hours, unless in the last year of the program or the approved plan of study calls for something different.
- Graduate assistants who fail to complete enrolled courses are placed on probation and jeopardize the availability of the assistantship. Exceptions due to special circumstances are made by the Assistant Director of Staffing and Training.
- Extra-curricular activities directly linked to the academic program (clinical observations, field work hours, etc...) are permitted provided they have been identified on the original plan of study.

Qualifications

- A Bachelor's degree from an accredited institution of higher education.
- Enrollment in a University of Toledo graduate program.

Remuneration – Graduate Assistant Hall Directors and McComas Village Graduate Assistant Community Director

- A stipend of \$6,000 for the appointment term.
- A furnished apartment (including spouse/partner and children) during the appointment term (including times when the halls are officially closed). Utilities and local phone service are provided during the appointment term.
- 80 meals per semester with an additional \$125 Dining Dollars and \$150 Rocket Dollars. Also included is a \$300 gift card from a local grocery store (Kroger, Giant Eagle or Meijer). The McComas Village Assistant Community Director receives \$300 Dining Dollars, \$300 Rocket dollars and a \$330 gift card from a local grocery store; this graduate assistantship does not include the 80 meals per semester.
- Tuition remission for up to twelve (12) semester hours of graduate course-work is provided for each fall and spring semester that satisfactory progress toward a degree is made.
- Money for professional development opportunities (conferences and workshops) may be available upon approval from the Office of Residence Life.

Remuneration – Administrative Graduate Assistants

- A stipend of \$10,000 for the appointment term.
- Tuition remission for up to twelve (12) semester hours of graduate course-work is provided for each fall and spring semester that satisfactory progress toward a degree is made.
- Money for professional development opportunities (conferences and workshops) may be available upon approval from the Office of Residence Life.

Terms and Conditions

- Graduate assistantships are 10 month, academic year appointments and are renewable based on funding availability, quality of performance, and academic progress based on the original plan of study. There are a limited number of graduate assistantships during the summer months. Although summer assistantships are available, not all graduate assistants are guaranteed summer employment.
- Administrative graduate assistants are required to post 20 office hours a week, spread Monday through Friday. Graduate assistant hall directors are expected to fill a minimum of 10 posted hours per week in their office, 7 of which must be during 8:00 a.m. to 5:00 p.m. Monday through Friday. Weekly hall staff meetings, one-to-one meetings with supervisors, and other times made available to students and staff are not to be considered office hours, but will constitute other time commitments to the position (a minimum total of 20 hours per week).
- Graduate assistant hall directors are expected to eat a minimum of 5 meals a week in the residence halls.
- Attend weekly hall staff meetings (if applicable) and meet weekly with the supervisor.
- Attend Residence Life staff meetings and other University meetings as directed.
- Additional time commitments (including outside employment) may not assumed during the appointment unless discussed in advance and approved by Residence Life.
- The graduate assistant hall director is expected to be on campus and available to residence hall students during the following times: shared evening duty coverage times; Opening and Closing weeks for Fall and Spring Semesters; Homecoming Weekend; and Lil' Sibs Weekend.

Termination

The Office of Residence Life may terminate employment under the following circumstances:

- Failure of a staff member to carry out responsibilities and/or terms and conditions of his/her appointment.
- On-campus or off-campus conduct deemed inappropriate for a University staff member, which includes violations of Residence Life policies, the Student Code of Conduct, and/or other University policies.
- Funding for the position becomes unavailable.

POSITION DESCRIPTIONS

Graduate Assistant Hall Directors - Fundamental Responsibilities

Community Development and Advisement

- Develop relationships, programs, and initiatives that build a residence hall community.
- Advise hall council and encourage student participation and leadership in hall functions and hall council.
- Meet, interact with, and provide counsel for individual students throughout the hall.
- Respond to student behavior – supporting appropriate behavior and addressing inappropriate behavior through established department and university procedures.
- Under the direction of the hall director, implement resident education assessment initiatives and comprehensive student development programs that support the Departmental mission.

Leadership and Administrative

- Supervise student desk and security staff, providing training, guidance, evaluation, and direction.
- Coordinate desk and security scheduling, ensuring that sufficient trained staff is available to cover all shifts.
- Complete the administrative items necessary for desk supervision (authorizations, timecards, etc...).
- Serve as a liaison between desk and security staff and the HD by communicating concerns, suggestions, and feedback as necessary or as requested.
- Respond to crisis situations both in hall and while on a duty rotation; follow up with individual student concerns.
- Assist with selection, training, supervision and evaluation of undergraduate staff members.
- Develop working relationships with the hall operations manager, custodial staff, and food service.
- Maintain records of building occupancy, room changes, key inventory, and other administrative functions in conjunction with the hall director and full-time clerical specialist.

Graduate Assistant Community Director - Fundamental Responsibilities

Community Development and Advisement

- Develop relationships, programs, and initiatives that build a residence hall community.
- Advise Village Council and encourage student participation and leadership in house functions and village council.
- Meet, interact with, and provide counsel for individual students throughout the houses.
- Respond to student behavior – supporting appropriate behavior and addressing inappropriate behavior through established department and university procedures.
- Under the direction of the village director, implement resident education assessment initiatives and comprehensive student development programs that support the Departmental mission.
- Assist in Greek Life functions as available to build the Greek community.

Leadership and Administrative

- Supervise student desk and security staff, providing training, guidance, evaluation, and direction.
- Coordinate desk and security scheduling, ensuring that sufficient trained staff is available to cover all shifts.
- Complete the administrative items necessary for desk supervision (authorizations, timecards, etc...).
- Serve as a liaison between desk and security staff and the CD by communicating concerns, suggestions, and feedback as necessary or as requested.
- Respond to crisis situations both in hall and while on a duty rotation; follow up with individual student concerns.
- Assist with selection, training, supervision and evaluation of undergraduate staff members.
- Develop working relationships with the hall operations manager, custodial staff, and maintenance staff.
- Maintain records of building occupancy, room changes, key inventory, and other administrative functions in conjunction with the community director.
- Complete weekly house inspections and communicate results with community director and house managers.
- Other duties as assigned.

Graduate Assistant for Administration- Fundamental Responsibilities

Judicial Affairs

- Serve as a discipline officer for conduct infractions. Meet with students, explain judicial procedures, discuss incidents, and make recommendations for sanctions.
- Fulfill reporting responsibilities to the Office of Student Judicial Affairs as necessary or directed. Prepare and submit judicial 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 judicial system.

Staff Selection and Training

- Assist in select phases of student staff (resident adviser, desk and security) 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.
- 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 resident advisor training program (schedule training space, prepare materials, publicize events, etc.).

Residential Education

- 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.
- Serve on departmental committees as needed

Administration

- 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.
- 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.

Alcohol Educational Programming

- Will report to the Chair of the Alcohol and other Drug Education Committee
- Staffing the Alcohol and Other Drug Education Committee
- Coordinating meetings and events for the Alcohol and Other Drug Education Committee
- Co-Advising student organization related to alcohol and other drugs
- Benchmarking
- Alcohol Awareness Programming
- Liaison to Student Affairs and other units at The University of Toledo regarding alcohol and other drug awareness
- Hearing judicial cases regarding alcohol and other drugs