

**HESAA Graduate Assistantship
Position Description 2023-2024
1-2 positions available**

- Title:** Hall Director(s)
Office of Student Life
Graduate Assistant
Canisius College
- Report To:** Matthew H. Mulville
Assistant Vice President for Student Life
2001 Main Street
Buffalo, New York 14208-1098
Phone: (716) 888-8300 Fax: (716) 888-8320
- Compensation:** Tuition: 100 % tuition waiver
Housing: Furnished apartment (One or two bedroom)
Meals: \$1,350.00 (year)
Stipend: \$2,000.00 (year)
- Special Qualifications:** Bachelor's degree; enrollment in the HESAA Program at Canisius College; residence hall staff experience preferred; organizational skills; strong interpersonal and communication skills; ability to work within budgets; teamwork orientation; understanding of student learning theories and community development preferred.
- Terms of Employment:** Starting date begins August 9, 2023 through May 24, 2024
The Hall Director position and Housing Officer Positions is multi-faceted in meeting the co-curricular needs of a diverse population. These positions requiring extensive training, evening work and weekend time commitments.

General Duties and Responsibilities:

General Administration and Administration of the Hall:

1. Maintain 25 weekly scheduled office hours per week.
2. Supervise 3-11 Resident Assistants
3. Resident population of approximately 150 – 370.
4. Student population 800, freshmen, sophomores, juniors, and seniors.
5. Attend weekly department meetings as well as weekly one on one meeting with supervisor.
6. Supervise, coordinate and attend all designated hall openings and closings.
7. Assist and attend aspects of the housing selection process or RA selection process.
8. Communicate regularly with all Associate Director and Housing Coordinator about areas of responsibility.
9. Tour building(s) of supervision on a weekly basis to assess housekeeping, damage or safety concerns.
10. Investigate and submit reports for damage billing.
11. Assist in Griff Fest, including Campus Clean Up after the event (10:00pm-11:30pm).
12. Carry out other duties and responsibilities as assigned.

Community Development and Programming:

13. Establish and maintain rapport with students in residence.
14. Attend RA community building events and oversee RA bulletin boards.
15. Responsible for the tracking and completion of their Resident Assistants' community building efforts including, but not limited to Signature Events.
16. Facilitate the development of community in the residence halls and an environment, which is conducive to learning and consistent with the values, and goals of Canisius College.
17. Productively address all roommate issues and concerns and mediate conflicts.
18. Assist the Athletic Department in the promotion of sporting events.
19. Assist Student Life- Involvement on campus wide events.
20. Oversee all Living Learning Communities within your area of supervision.
Frisch Hall: ABEC and Science Bosch Hall: Honors

Staff Development:

21. Active participation in training of resident assistants through topic presentation.
22. Coordinate and implement team building and staff development exercises.
23. Supervise and evaluate RA staff each semester.
24. Conduct weekly staff meetings and conduct biweekly individual meetings with RA staff.
25. Serve as an academic mentor for a caseload of students by meeting weekly to create goals and plans for academic success in the areas of time management, study skills, and campus engagement.

Disciplinary Responsibilities:

26. Respond to emergency and crisis situations in conjunction with other campus offices: Public Safety, Counseling Center, and Student Health.
27. Participate in "on-call" schedule on a rotating basis, including college breaks.
28. Respond to staff and Public Safety incident reports by meeting with students regarding policy violations.
29. Support and enforce college policies and regulations as well as serving as judicial officer.
30. Maintain appropriate records of incidents and adjudication.
31. Perform data entry into campus discipline database.

Areas of Additional Responsibilities:

When applying for these positions you may want to identify which positions/areas you are most interested in. All Graduates within Student Life - Housing will have at least 2 additional task from "Area of additional Responsibility." Additional duties assigned will be delegated during August Graduate Training.

Area of Additional Responsibility

- Coordinate the RA Programming Requirements.
- Coordinate the New RA Social / Welcome Packet.
- Coordinate RA Awards and RA Appreciation
- Coordinate on-call duty schedule.
- Coordinate Fire Safety Drills.
- Alcohol Education Coordinator / Presenter – Through Canisius on Tap (COT) and Articulate
- Oversee Assessment and the Evaluation Process through Baseline.