

Graduate Assistantship: NCCC's Student Housing Village
Position Description 2023-2024

Title: Graduate Assistant (GA) for Residence Life

Report To:

Director of Student Housing, Student Housing Village
3115 Saunders Settlement Road
Sanborn, New York 14132
Phone: (716) 731-8850 ext. 102

Compensation: \$14,000 stipend paid throughout the term of the assistantship. In addition, the GA will receive a furnished room in Student housing Village and a meal plan allowance.

Special Qualifications: Bachelor's degree; enrollment in a local graduate program preferring in Student Personnel Administration or related field ; programming experience preferred; past participation in a major student organization (student government, programming board, Resident Hall Association etc.); organizational skills; strong interpersonal and communication skills; ability to work within budgets; teamwork orientation; proven success in a leadership role.

Terms of Employment: Starting date of August 1st, 2023 through May 17th, 2024

General Description

Graduate Assistant live-in position reporting to the Director of Housing, employed by the College Association of Niagara County Community College, Inc. (the "Association"). The GA will serve as a liaison to students and administrative offices, collaborate with campus partners, and provide support to students. The GA will assist primarily in supervision of the Resident Assistant (RA) staff, as well as with all aspects of residential life and housing management as it pertains to the Niagara County Community College and Association.

The position requires weekday, some evening, and occasional weekend hours as needed.

Typical Work Activities:

1. Supervise and assess Resident Assistants and oversee the needs of a building of 200-300 residents.
2. Assists the Director in ensuring that a wide array of educational and recreational programming is available throughout the academic year that facilitates resident growth and development.
3. Work closely with your supervisor by responding to student needs and concerns.
4. Keep accurate information of all residents/residential spaces including room ready status, programming reports, and other department documents.
5. Maintain strong and on-going communication with resident students, RA staff, and supervisor.
6. Manage monthly health and safety inspections and quarterly fire drills with your supervisor.

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7. Attend weekly department meetings, Resident Assistant meetings, and individual meetings with supervisor.
8. Be accessible, visible, and present throughout the semester and especially during check-in and check-out.
9. Help facilitate and coordinate RA trainings sessions.
10. Maintain effective positive relationships with all College departments (including, but not limited to, Public Safety, Health Services, and Student Life).
11. Assist with the opening and closing of facilities for each semester.
12. Facilitate biweekly Resident Assistant one-on-one meetings.
13. Assist with the Resident Assistant selection process.
14. Establish 20 office hours weekly (At least 15 hours between 9:00 AM – 5:00 PM).
15. Serve as the professional staff member on duty for evening, weekend, and holiday on call emergency response rotation.