

Graduate Assistantship: NCCC's Student Housing Village
Position Description 2022-2023

Title: Graduate Assistant (GA) for Residence Life

Report To:

Director of Housing, Student Housing Village

3111 Saunders Settlement Road

Sanborn, New York 14132

Phone: (716) 731-8850

Compensation: \$7,000 stipend paid throughout the term of the assistantship. In addition, the GA will receive a partially-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 senate, programming board, commuter association, Resident Hall Association etc.); organizational skills; strong interpersonal and communication skills; ability to work within budgets; teamwork orientation; strong technology skills; proven success in a leadership role.

Terms of Employment: Starting date begins August 1st 2022 through May 20th 2023

General Description

Graduate Assistant live-in position reporting to the Director and/or Assistant 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 and collaborate with campus partner and provide support to students. The GA will assist with all aspects of residential life and housing management as it pertains to the Niagara County Community College and Association.

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

Typical Work Activities:

1. Supervise and assess Resident Assistants (RAs) of an assigned complex and oversee the needs of 200-350 residents
2. Assists the Director or Assistant 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. Complete weekly reports; keep accurate information of all residents/residential spaces including room ready status, work orders, rounds reports, programming reports, and other department documents
5. Maintain strong and on-going communication with resident students, RA staff, and supervisor

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6. Manage monthly health and safety inspections and quarterly fire drills with your supervisor
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 all check-in and check-out
9. Facilitate all staff trainings and Resident Assistant Training sessions including the Resident Assistant Leader Training
10. Maintain effective positive relationships with all College departments (including, but not limited to, Public Safety, Counseling Services, and Health Services)
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. Resides in on-campus housing and serve as the professional staff member on duty for evening, weekend, and holiday on call emergency response rotation
16. Other duties as assigned; weekend and evening supervision required