

MEDAILLE COLLEGE
GRADUATE ASSISTANT FOR RESIDENCE LIFE

- Reports to:** Residence Director
- Requirements:** Enrolled in accredited Graduate Program (**Student Personnel Administration or similar program**); able to complete 20 hours per week, including at least 7 hours on nights/weekends; must live in campus-sponsored housing
- Compensation:** Furnished room in shared house with students, meal plan, cable TV, Internet Access, free laundry, free parking
- Effective:** August 1, 2008-June 5, 2009
- Descriptions:** Through community development and intentional interactions, the Residence Life program promotes a living and learning environment that balances personal and academic growth with a focus on student development and community well-being. The Graduate Assistant for residence life will help incorporate these elements to maximize outcomes for resident students.

Description of Duties:

- Interview, hire and indirectly supervise work study staff responsible for staffing residence hall front desks and Commuter Lounge
- Attend departmental staff meetings (professional staff, Resident Assistant staff)
- Assist in the day-to-day operation of the Housing and Residence Life Office
- Assist with the planning and implementation of Resident Assistant Fall/Spring trainings
- Assist with the planning of Resident Assistant selection and room selection processes
- Assist with the planning, implementation, and supervision of programming as needed
- Coordinate evaluations of residence life/resident assistant programs
- Participate in on-call duty rotation
- Serve as liaison to small cohort of international students (tentative)
- Update Resident Assistant Training Manual(s) as needed
- Assist with all operations/planning associated with fall/spring opening.
- Other duties as assigned by the director of housing and residence life and/or his/her designee

Submit: Cover letter, resume, and three references to:
Jason Perri
Director of Housing and Residence Life
Medaille College, 18 Agassiz Circle
Buffalo, NY 14214