



## **Graduate Assistantship Opening Residential Life**

The Graduate Assistant for Residential Life is a live on position and considered essential personnel. The GA supports the departments in areas of programming, policy enforcer, staff supervision, training & selection, administration, and mentoring student staff and residents.

### **Primary Duties and Responsibilities:**

#### Programming

- Assists with coordinating the educational, social, and community programming for all the residential halls.
- Provides support for the Residence Hall Association (RHA).
- Ensures that the programming records are maintained, including hall assessments.

#### Policy Enforcer

- Communicates Residential Life and Housing policy to staff and residents
- Helps the RAs when enforcing policies.
- Refers cases to the Area Coordinators and the Director of Residential Life.
- Refers any Title IX cases to the office of Title IX.

#### Staff Supervision

- Assist with the supervision of Resident Assistants
- Have monthly one on ones with the community directors to review programming efforts with assessment
- Oversee the staff evaluation process and works closely with the community directors to oversee the staff evaluations.

#### Staff Training/ Staff Selection

- Assist in RA class, Fall & Spring Training, and In-services
- Assist with the RA selection process
- Assist in training students in RHA with leadership skills

#### Administration

- Oversees staff evaluation process for the entire department.
- Oversees the programming assessment for the entire department
- Oversees the Let Your Voice Be Heard comments
- Assist with marketing efforts
- Oversee the Department Initiative Committee with support from the Director of Residential Life

#### Additional Responsibilities

- Attend programs at night time to observe the RAs' programming efforts
- Maintain a high level of visibility
- Performs other duties as assigned by the Office of Residential Life
- Maintains relationships with university departments, specifically housing
- Research specific topics upon request of the Director of Residential Life
- Attend all Professional Staff meetings, Housing Meetings, and monthly In-Service Meetings

### **Eligibility and Additional Considerations:**

Students in **Counseling, MBA, and Psychology** graduate programs are eligible to apply. Consideration may also be given to graduate students pursuing a degree program and research focus with direct connection to the duties described above.

Graduate assistantship appointments with the Residential Life are for the academic year, beginning in August 2024.

Appointment requires unconditional admission, full-time graduate enrollment, and satisfactory completion of 20 hours of **in-person, on-campus** duties each week during the academic terms. Appointment does not require completion of duties when classes are not in session (i.e., during intercessions and student breaks).

Continuation of appointment to Spring 2025 and beyond is contingent upon successful completion of assistantship duties, satisfactory progress toward degree, and/or budgetary considerations.

If an international graduate student, your visa status may place restrictions on your employment eligibility; if you are not certain if your visa status permits holding an assistantship, contact the Office of International Affairs in the Division of Global Engagement

### **Compensation:**

Compensation includes a waiver of tuition and mandatory fees, plus a monthly stipend that adheres to University minimum levels.

- For the 2024-2025 academic year, the minimum stipend is \$1,150 per month for master's students, totaling \$11,500 paid over ten months.
- While the 2024-2025 tuition and fees are not yet set, using 2023-2024 rates, the tuition/fee waiver for an academic-year assistantship is valued at \$10,184 for U.S. resident graduate students and \$25,610 for non-resident international graduate students enrolled in 9 graduate credit hours per semester. For students taking more credits, this benefit is even higher.
- The accompanying fee waiver does not cover 100% of the supplemental insurance fee for international students on F-1, J-1, or other non-immigrant visas.

### **To Apply:**

Send resume, cover letter, and professional references to [reslife@louisiana.edu](mailto:reslife@louisiana.edu). Review of applications will begin immediately.