



MARQUETTE
UNIVERSITY

Office of Residence Life
Graduate Assistant for Residence Life Programs
Fall/Spring 2008-2009

I. GENERAL DESCRIPTION

The Graduate Assistant for Residence Life Programs holds a part-time (20 hours per week) appointment in the Office of Residence Life and the Division of Student Affairs. The Graduate Assistant for Residence Life Programs reports to the Coordinator for Residence Life Programs. The Graduate Assistant for Residence Life Programs will help with responsibilities in the areas of advising, programming, leadership development, and other administrative tasks. Additionally, (s)he is expected to fully participate in the programs and activities of the Office of Residence Life within the Division of Student Affairs.

II. SPECIFIC RESPONSIBILITIES

A. Advising

Residence Hall Association

1. Co-Advise the RHA Executive Board and General Assembly with the Coordinator for Residence Life Programs
2. Meet bi-weekly with the RHA Vice President, Secretary, and Parliamentarian
3. Attend weekly RHA Executive Board meetings
4. Attend weekly RHA General Assembly meetings
5. Attend weekly RHA Standing Committee Meetings
6. Work with Coordinator for Residence Life Programs to share attendance at conferences (BLT, French Dip, WURHA, No Frills, GLACURH, and NACURH)
7. Attend conference delegation meetings
8. Work with RHA Vice President to assist with fall and spring election processes
9. Work with Coordinator for Residence Life Programs to plan and implement RHA Executive Board Training
10. Advise or Co-Advise RHA All Campus Event(s) (HALLOWEEN, Crazy Fans, Miracle on Central Mall, MU Game Show, Little Siblings Weekend)
11. Support all RHA programming efforts

National Residence Hall Honorary

1. Co-Advise the NRHH Executive Board with the Coordinator for Residence Life Programs
2. Advise the general NRHH Membership

3. Advise the NRHH committees to help plan and implement induction ceremonies, Faculty Excellence Award ceremony, end of the year recognition ceremony, and other recognition efforts
4. Meet bi-weekly with the NRHH Vice President and Secretary
5. Attend weekly NRHH Executive Board Meetings
6. Attend weekly NRHH meetings
7. Co-Advise the Marquette University Leadership Conference in the Fall with the Coordinator for Residence Life Programs
8. Advise the Marquette University Leadership Conference in the Spring
9. Assist with NRHH executive board elections
10. Support all NRHH recognition and leadership development efforts

B. Programming

1. Co-supervise Residence Life Program Assistants
2. Attend bi-weekly Program Assistant/Assistant Hall Director staff meetings
3. Meet monthly with Residence Life Program Assistants
4. Assist with the selection and training of Residence Life Program Assistants
5. Advise the Mission: Impossible program planning committee of Resident Assistants and RHA
6. Work with Coordinator for Residence Life Programs on the Late Night Marquette program planning committee

C. Administrative Responsibilities

1. Summarize EBI Satisfaction Study results for resident study, RA study, and apartment study
2. Attend weekly meetings with Coordinator for Residence Life Programs
3. Attend weekly Office of Residence Life departmental meetings
4. Hold regular office hours

D. Additional Expectations

1. Participate in on campus interviews of Residence Life professional staff
2. May serve on committees, task forces, and special projects within the Office of Residence Life and Division of Student Affairs
3. Participate in professional development opportunities within the department, Division of Student Affairs, the University, and through professional organizations This position provides practical experiences that prepare graduate students for professional positions in Student Affairs, Residence Life or Student Activities.

III. REMUNERATION

\$12,450* per academic year plus a tuition scholarship of at least six (6)* credits.

*Actual stipend and tuition scholarship amounts are subject to change.

Updated 9/27/07