
FREQUENTLY ASKED QUESTIONS

What are some of the professional organizations in higher education in which I might benefit being a member?

College Students Educators International (ACPA)
www2.myacpa.org/

National Association of Student Personnel Administrators (NASPA)
www.naspa.org

The Placement Exchange (TPE)
www.theplacementexchange.org/

Association for Student Conduct Administration (ASCA)
www.theasca.org/

Association of College and University Housing Officers International (ACUHO-I) www.acuho-i.org/

Association of College Unions International (ACUI)
www.acui.org

Association for Orientation, Transition and Retention in Higher Education (NODA) <http://nodaweb.org>

NIRSA: Leaders in Collegiate Recreation (NIRSA)
www.nirsa.org/

Association of Fraternity/Sorority Advisors (AFA)
www.afajof.org/

Association of Leadership Educators (ALE)
www.leadershipeducators.org

National Academic Advising Association (NACADA)
www.nacada.ksu.edu/

What websites might be helpful in my graduate assistant experience?

Graduate Studies www.udayton.edu/learn/graduate/
Downtown Dayton Events (Active Dayton) www.activedayton.com/

What are tenants for the field?

The University of Dayton's Student Development division seeks to prepare graduate students for professional positions within student affairs in higher education through employment, practicum experience, and a curriculum. (Council for the Advancement of Standards in Higher Education).

What discounts do I get as a graduate assistant?

50% Campus Recreation membership
Counseling Center

GRADUATE ASSISTANT RESOURCE GUIDE 2013–14



UNIVERSITY of
DAYTON



Greetings,

On behalf of the Graduate Assistant Development Committee, welcome to the 2013–2014 academic year! We hope that your summer was peaceful and relaxing.

The Graduate Assistant Development Committee has worked diligently to prepare a curriculum that will connect you with your colleagues and equip you with the resources and tools to be successful in your assistantship. Today's orientation will inform you of the resources that are available to you as a member of the Division of Student Development.

For some of you, today's orientation is the first step in your journey as a graduate assistant and new professional. For others, today is a continuation of a journey that hopefully has been meaningful and enriching. Throughout your experience as a graduate assistant, you will encounter situations that will challenge you personally and professionally. At times you will feel overwhelmed, and at times you will feel excited. It is our hope that you will embrace all of the experiences that you encounter and use them as opportunities to grow and develop. Take advantage of the resources that are available to you and begin thinking about the support you will need from your supervisors and the Graduate Assistant Development Committee.

We look forward to working with you, and we wish you a safe and productive year. Should you need anything from us, please do not hesitate to ask.

Blessings,

Steven T. Herndon, *Assistant Dean of Students and Executive Director of Housing and Residence Life*

Daria Graham, *Associate Director, Office of Multicultural Affairs*

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GRADUATE ASSISTANT DEVELOPMENT COMMITTEE CHARGE

The Graduate Assistant Development Committee is charged with providing resources for graduate assistants that will assist them in their development. In so doing, the committee provides support in the following areas:

- 1 PROFESSIONAL DEVELOPMENT:**
Providing graduate assistants with opportunities for professional and skill development.
- 2 COMMUNITY DEVELOPMENT:**
Creating opportunities for graduate assistants to network and build community outside of the classroom.
- 3 SUPERVISOR ENRICHMENT:**
Equipping supervisors with resources that will assist them in supporting their graduate assistants.
- 4 SELECTION:**
Providing a selection process that is reflective of our Catholic Marianist values and attracts competitive candidates.

GRADUATE ASSISTANT DEVELOPMENT COMMITTEE MEMBERSHIP

CHAIRS:

STEVE HERNDON, Assistant Dean of Students and Executive
Director of Housing and Residence Life

DARIA GRAHAM, Associate Director, Office of Multicultural Affairs

MEMBERS:

RE'SHANDA GRACE BRIDGES, New Student Programs

KEVIN CANE, Center for Student Involvement

MARK HOYING, Assistant Director, Campus Recreation

EDEL JESSE, Communication and Community Relations

CHRIS JOHNSON, Center for Student Involvement

KIM MERRILL, Administrative Support

TRENT PINTO, Housing and Residence Life

DR. MOLLY SCHALLER, Department of Counselor Education and
Human Services

CHRISTINA SMITH, Housing and Residence Life

VERNIQUE COLEMAN STOKES, Community Wellness

SUBCOMMITTEE MEMBERSHIP

PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

CHRIS JOHNSON, Center for Student Involvement (Chair)

PATRICK CHENAULT, Center for Student Involvement

JAMIE CHONG, Housing and Residence Life

CURTIS NASH, Housing and Residence Life

LEAH SHAMBLIN, Center for Student Involvement

COMMUNITY DEVELOPMENT SUBCOMMITTEE

CHRISTINA SMITH, Housing and Residence Life (Chair)

LEAH SHAMBLIN, Center for Student Involvement

ZACH HOOTEN, Housing and Residence Life

BETH CAHILL, Community Wellness Services

SUPERVISOR ENRICHMENT SUBCOMMITTEE

RE'SHANDA GRACE BRIDGES, New Student Programs (Chair)

KRISTEN ALTENAU, Sexual Violence Prevention Education

CAITLIN BORGES, Housing and Residence Life

JIMMY MCLEOD, Center for Student Involvement

DR. MOLLY SCHALLER, Department of Education and Health Services

MORGAN WAGNER, Housing and Residence Life

GRADUATE ASSISTANT SELECTION SUBCOMMITTEE

KEVIN CANE, Center for Student Involvement (Chair)

GWYN FOX-STUMP, Center for Student Involvement

JESSICA HOELTING, Community Standards and Civility

TRENT PINTO, Housing and Residence Life

LEAH SHAMBLIN, Center for Student Involvement

BRIAN TURNER, Information Technology



JULY

SUPERVISOR WORKSHOP : PART 1

Meet and Greet lunch followed by supervisor workshop.

- GA supervisor expectations/tips/recommendations
- Introduction to competency document
- Training for competency and evaluations
- GA matrix
- Resources

Join us for lunch and the opportunity to meet fellow supervisors of Student Development Graduate Assistants. Participants will receive a variety of tools and resources to support the supervision process in addition to learning about the supervisory enrichment committee's calendar of events.



AUGUST

AUGUST 1

GRADUATE ASSISTANT ORIENTATION

10 a.m. – 3 p.m. for 1st year GA's

12 – 3 p.m. for returning GA's

KU Torch Lounge

- Introductions & ice breakers
- The graduate assistant experience
- GA competencies & professional development
- Walking tour of campus/student development
- Performance Evaluations
- Q&A with 2nd year GA's

Welcome to the University of Dayton! This orientation has been designed to provide new Graduate Assistants in the division of Student Development with an introduction to the "GA Experience." Join us and get to know your new colleagues, professional staff members, expectations, opportunities, the UD campus, and more!

AUGUST 10

GA COMMITTEE DEVELOPMENT SOCIAL

Location: Capri Lanes, 2727 S Dixie Dr Dayton, Ohio 45409

Time TBA

937-298-7411

- Bowling and food

Develop relationships with one another through casual interaction. Come out and get to know your fellow Student Development graduate assistants while bowling! Dinner will be provided.

AUGUST 22

GA COMMITTEE DEVELOPMENT SOCIAL

Location: Rec Plex & Volleyball Court

Time TBA

- Cookout
- Develop relationships with one another over a meal.

Celebrate the end of orientation and the first week of classes. Dinner will be provided.

AUGUST 30

GA COMMUNITY DEVELOPMENT SOCIAL

*Location: Fifth Third Field, 220 North Patterson,
Dayton, Ohio 45402*

Time TBA

- Dayton Dragons game
- Develop relationships with one another.
- Learn more about the city of Dayton and what it has to offer.

Dayton Dragons games are fun to attend. The Dragons have led the Midwest League and all of Single A baseball in total season attendance since 2011. Come and enjoy time with your peers and a ball park hot dog!

NOTE: More information will be shared at a later date for events without dates, times, and locations.

SEPTEMBER

SEPTEMBER 9–13

SUPERVISOR WORKSHOP : PART 2

Location and Time TBA

Lunch followed by supervisor workshop.

- Faculty and supervisor eat and greet
- Discussion topics-grad program expectations, GA professional development opportunities
- Resources-list of development resources provided by division, professional development funding

Join us for lunch and the opportunity to meet representatives from UD Graduate programs. Participants will discuss graduate program expectations in an effort to support the supervision process in addition to learning about professional development opportunities provided by the Division for graduate assistants.

SEPTEMBER 7

GA COMMITTEE DEVELOPMENT SOCIAL

<https://www.facebook.com/2ndStreetMarket>

Location: PNC 2nd Street Market, 600 E 2nd Street, Dayton, Ohio 45402

Time TBA

- 2nd Street Market & campus Rec bike tour
- Develop relationships with one another
- Utilize campus resource
- Discover more about city of Dayton through biking to 2nd Street Market

The 2nd Street Market is home to a variety of local vendors, fresh farm market fair, and quality goods. Come find out about one of Dayton's best kept secrets!

GA SELECTION WORKSHOP

Discussion and presentation to supervisors

Location and Time TBA

- Learning Outcome: provide materials and training available for supervisors

Supervisors will review recruiting, selection, & hiring practices, including opportunities for GAs to explore multiple departments and upcoming deadlines for supervisors to submit job descriptions

SEPTEMBER 12

GA COMMUNITY DEVELOPMENT SOCIAL

Location: Founders Hall 37

Time TBA

- Develop relationships
- Get to know one another through making dinner together

Head on over to Zach Hooten's home for dinner. Everyone will come together to prepare dinner together. Catch up with one another, find out how the semester is going, and enjoy something delicious.

SEPTEMBER 16

SUPERVISOR'S ROUNDTABLE-2ND YEAR GRADS

Discussion

Location and Time TBA

- Food provided
- Share and support
- Discussion topics-supervising 2nd year grads

Join the supervisor enrichment committee and fellow supervisors of 2nd year Grad Assistants for a roundtable discussion designed to share and support.

SEPTEMBER 20

GA COMMUNITY DEVELOPMENT - SOCIAL SUBCOMMITTEE

www.downtowndayton.org/index.php?option=com_content&task=view&id=113

Location: Downtown Dayton - Main Street & 1st

Time TBA

- Develop relationships
- Discover Dayton through visiting downtown.

Join the party downtown & learn more about what the city of Dayton has to offer. There will be a party on Main St with food vendors, live music, stores open late, and entertainment for all.

SEPTEMBER 26

GA PROFESSIONAL DEVELOPMENT WORKSHOP

12 – 1:30 p.m.

Kennedy Union 310

- Serving international populations

The University of Dayton has a large and very diverse population of International students. Attend this workshop to learn about the various international populations on campus and walk away with tips on interacting with and serving international students on our campus.



OCTOBER

OCTOBER 6

GA COMMUNITY DEVELOPMENT SOCIAL

<http://www.dnr.state.oh.us/parks/jhnbryan/tabid/750/Default.aspx>

<http://youngsdairy.com/>

Location: Yellow Springs, Ohio

Time TBA

- Yellow Spring - John Bryant State Park hiking trip & Young's Dairy
- Develop relationships
- Focus on personal wellness by hiking, taking in the sights of the beautiful natural scenery
- Learn more about the Dayton area

Yellow Springs is home to beautiful scenery and unique small town art. Enjoy some time hiking through John Bryant State Park and downtown Yellow Springs. Afterwards, check out Young's Dairy for dinner and great local ice cream — made on the farm!

OCTOBER 7

SUPERVISOR'S ROUNDTABLE - 1ST YEAR GRADS

Discussion

Location and Time TBA

- Food provided
- Share and support
- Discussion topics-supervising 1st year grads

Join the supervisor enrichment committee and fellow supervisors of 1st year Grad Assistants for a roundtable discussion designed to share and support.

OCTOBER 19

GA COMMUNITY DEVELOPMENT - SOCIAL

Location: Bergamo Retreat Center

Time TBA

- Develop relationships
- Process GA experience so far
- Reflect on vocation of education and position
- Learn more about the Marianist charism

Need some time to think and reflect? Need a break from the every day? Come to the SD GA Retreat. Relax, re-energize, and refocus.

OCTOBER 22

SUPERVISOR'S ROUNDTABLE-NON-CSP GRADS

Discussion

Location and Time TBA

- Food provided
- Share and support
- Discussion topics-supervising non-CSP grads

Join the supervisor enrichment committee and fellow supervisors of Non-CSP Grad Assistants for a roundtable discussion designed to share and support.

OCTOBER 20 – 26

GA COMMUNITY DEVELOPMENT SOCIAL

Location: Rec Plex

Time TBA

- Free entrance to RecPlex & group fitness classes
- Focus on personal wellness
- Take a friend and walk the track or enjoy a class together

It is that time of the semester where everything seems to be happening at the same time. Take some time for yourself and another GA. Head over to the Rec Plex and participate in a free Group Fitness class.



NOVEMBER

NOVEMBER 3

GA COMMUNITY DEVELOPMENT SOCIAL LUNCH AT THE GREENE

www.thegreene.com/

Location: The Greene

Time TBA

- Develop relationships over a meal

Let's get away from campus and see more of the Dayton area. Enjoy lunch with other SD GAs.

NOVEMBER 4

APPLICATION GOES ONLINE

- Selection '14 Application is posted

NOVEMBER 5

GA PROFESSIONAL DEVELOPMENT WORKSHOP

12 – 1:30 p.m.

Kennedy Union 331

- Evaluation & self-reflection

Join us as we review the tools and processes used to evaluate GA performance and professional development. This is a great way to be prepared for your mid-year evaluations!

NOVEMBER 13

GA COMMUNITY DEVELOPMENT SOCIAL ARTSTREET ACTIVITY & LUNCH

Location: ArtStreet

Location and Time TBA

- Develop relationships
- Interact through making art

ArtStreet is for everyone. Come see what all ArtStreet has to offer. Participate in this ArtStreet Wednesday Workshop & share lunch with your friends.

NOVEMBER 13

SUPERVISOR WORKSHOP - PART 3

Discussion and presentation with supervisors

Location and Time TBA

- Discussion topics-1st to 2nd year transition, Graduate assistant selection
- Resources-selection timeline and deadlines

Supervisors will review recruiting, selection, & hiring practices, including opportunities for GAs to explore multiple departments and upcoming deadlines for supervisors to submit job descriptions.

NOVEMBER 17

GA COMMUNITY DEVELOPMENT SOCIAL DAYTON ART INSTITUTE OR SCHUSTER CENTER

www.daytonartinstitute.org/

www.schustercenter.org/

Location: DAI or Schuster

Time TBA

- Develop relationships
- Learn more about the city of Dayton and the arts scene

The city of Dayton has an incredible art scene. Come check out what the DAI/SC has to offer. Get dinner with your friends after.



DECEMBER

DECEMBER 3

GA PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

12 – 1:30 p.m.

Kennedy Union 331

- Start the job search the right way

Where and how do you start the job search? Come to this workshop to make this daunting task seem a little less scary and a lot more exciting! You will leave this session with helpful hints on topics like resume building, writing a cover letter, and what to look for in a professional position.

DECEMBER 6

GA COMMUNITY DEVELOPMENT SOCIAL

Location and Time TBA

- Subcommittee
- Ugly sweater holiday party
- Develop relationships

Everyone loves to dress up in the tackiest of tacky holiday sweaters. Come celebrate the holiday season and the end to your semester with your friends.

DECEMBER 17

GA COMMUNITY DEVELOPMENT SOCIAL

<http://trolleystopdayton.com/>

Location: The Trolley Stop, 530 E. Fifth Street, Dayton Ohio 45402

Time TBA

- Subcommittee
- Trolley Stop lunch
- Develop relationship
- Learn more about the city of Dayton

The Trolley Stop is located in the historic Oregon district. This will be a great way to celebrate the end of the semester in a festive style. Enjoy lunch on us and bring a gift to exchange.

JANUARY

JANUARY 17

GA COMMUNITY DEVELOPMENT SOCIAL

Location and Time TBA

- Vote on your activity
- Reconnect after winter break
- Be active
- Experience Dayton

You get to choose! What would you like to do? Bowling, Ice Skating, Laser Tag? Do you have another idea? Let us know!

JANUARY 23

GA COMMUNITY DEVELOPMENT SOCIAL

*Location: Buffalo Wild Wings, 262 East Stroop Road,
Kettering, Ohio*

Time TBA

- Reconnect after the winter break

Come back from the winter break and connect with your SD GA peers. Find out what happened over winter break and start the semester off with great food!

TBD

SUPERVISOR'S ROUNDTABLE-FACULTY & SUPERVISORS

Discussion

Time TBA

- Food provided
- Share and support
- Discussion topics-faculty Q&A

Join the supervisor enrichment committee and fellow supervisors for a roundtable discussion with UD Grad program faculty designed to share and support.

JANUARY 28

GA PROFESSIONAL DEVELOPMENT WORKSHOP

11:30 a.m. – 1:30 p.m.

Kennedy Union 331

- Graduate assistant speed meet & resume workshop

You learned the basics in December, and you've started thinking about the job search. Come meet with professional staff from across the division to learn about the various career paths available in Student Affairs. A resume and interview station will be available to offer you feedback on your resume and introduce you to typical interview questions.

JANUARY 23

GA COMMUNITY DEVELOPMENT SOCIAL

*Location: Buffalo Wild Wings, 262 East Stroop Road,
Kettering, Ohio*

- Buffalo Wild Wings
- Reconnect after the winter break

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FEBRUARY

FEBRUARY 2

GA COMMUNITY DEVELOPMENT SOCIAL

Location: Founders Hall 37

Time TBA

- Superbowl party
- Develop relationships

Head over to Zach Hooten's house to watch the Superbowl and the year's greatest commercials. Bring a dish to share and be prepared to have a great time.

FEBRUARY 16

GA COMMUNITY DEVELOPMENT SOCIAL

www.daytonhistory.org/

Location: Carillon Park, 1000 Carillon Blvd, Dayton, Ohio 45409

Location and Time TBA

- Develop relationships
- Discover Dayton
- Carillon Park

Experience Dayton's rich creativity and invention. Who knew the cash register was created here? There is even a carousel to ride. Discover more about the history of the city of Dayton.

FEBRUARY 23 & 24

GA CANDIDATE INTERVIEW WEEKEND

Sunday and Monday: KU Ballroom and breakout rooms

- Sunday, February 23, social, 4:30 – 6:30 p.m.
- Monday, February 24, interviews and case studies, 8:30 a.m. – 4 p.m.

Join the Division of Student Development and Campus Partners in GA Candidate Interview Weekend, meeting candidates in a casual Sunday's social and learning more about their skills during Monday's interviews and case study.

MARCH

MARCH 4

GA PROFESSIONAL DEVELOPMENT WORKSHOP

12 – 1:30 p.m.

Kennedy Union 331

- Graduate Assistant Professional Development Opportunity

Join us for this professional development opportunity! Content and facilitators for this presentation/workshop will be selected in late fall/early spring based on current events and/or by request from current Graduate Assistants.

MARCH 9

GA COMMUNITY DEVELOPMENT SOCIAL

Location and Time TBA

- Movie and Dinner
- Develop relationships
- Process one's own perspective and practice dialogue with peers

MARCH 23

GA COMMUNITY DEVELOPMENT SOCIAL

<http://www.daytonartinstitute.org/>

<http://www.schustercenter.org/>

Time TBA

- Dayton Art Institute/Schuster Center
- Develop relationships
- Learn more about the city of Dayton and the arts scene.

The city of Dayton has an incredible art scene. Come check out what the DAI/SC has to offer. Get dinner with your friends after.

APRIL

APRIL 9

GA COMMUNITY DEVELOPMENT SOCIAL

Location: KU Ballroom

Time TBA

- 4th Annual Awards Dinner
- Appreciate and celebrate a year of excellent work
- Honor graduates

The Annual Awards Dinner is a time to celebrate the end of our academic year and honor our graduates. Come and enjoy dinner and remember the special moments with your student development graduate assistant friends.

APRIL 15

DEADLINE DATE FOR GA CANDIDATES TO ACCEPT POSITIONS

- Selected Candidates report Acceptance of Position for Hire

Selection staff gather all final acceptance notices to complete the new cohort of GAs beginning during the '14 – '15 year

APRIL 24

GA PROFESSIONAL DEVELOPMENT WORKSHOP

12 – 1:30 p.m.

Kennedy Union 222, 331

- Continue to collect Transitions

Graduate Assistants experience a number of "transitions" throughout grad school. During this workshop, 1st year GA's will learn about the transition to their 2nd year and ways to maximize the remainder of their experience. 2nd year GA's will gain insight into personal and professional challenges when transitioning to their