

A photograph of a blue domed building with a white cross on top, partially obscured by green trees. The sky is clear blue. The text is overlaid on the top left.

GRADUATE ASSISTANT RESOURCE GUIDE 2014–15

UNIVERSITY *of*
DAYTON

Greetings,

On behalf of the Graduate Assistant Development Committee, welcome to the 2014-2015 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*

CONTENTS

- 4 STUDENT DEVELOPMENT VISION,
MISSION AND CORE VALUES
- 5 GRADUATE ASSISTANT DEVELOPMENT
COMMITTEE CHARGE
- 6 GRADUATE ASSISTANT DEVELOPMENT
COMMITTEE MEMBERSHIP
- 7 SUBCOMMITTEE MEMBERSHIP
- 8 CALENDAR OF EVENTS
- 14 GRADUATE ASSISTANT DIRECTORY



STUDENT DEVELOPMENT VISION, MISSION AND CORE VALUES

VISION : Discover, Practice, Create Community

MISSION: The Division of Student Development is a community of professionals, called to serve as a resource and partner for student learning in the Catholic and Marianist tradition. We challenge students to construct communities of purpose, exhibit practical wisdom, and practice servant leadership as they integrate personal and social responsibility with academics and faith formation. We support students by assisting in the co-creation of a safe and healthy environment where differences are respected and celebrated. We encourage students to discover their vocation as they develop the skills needed to contribute as members of a global society.

CORE VALUES

Character
Community
Faith
Health and Wellness
Inclusion
Innovation
Leadership
Learning
Professional Practice



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 and 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

DAVID BERLAND, Housing and Residence Life

RE'SHANDA GRACE BRIDGES, New Student Programs

KEVIN CANE, Center for Student Involvement

VERNIQUE COLEMAN STOKES, Community Wellness

KENSIE EVERHART, Community Wellness

MARK HOYING, Campus Recreation

EDEL JESSE, Communication and Community Relations

CHRIS JOHNSON, Center for Student Involvement

KIM MERRILL, Center for Student Involvement

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

JOSEPH VALLEE, Housing and Residence Life



SUBCOMMITTEE MEMBERSHIP

PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

CHRIS JOHNSON, Center for Student Involvement (Chair)

PATRICK CHENAULT, Center for Student Involvement

JAMIE CHONG BROWN, Housing and Residence Life

CURTIS NASH, Housing and Residence Life

EILIS WASSERMAN, Career Services

AARON WITHERSPOON, Office of Multicultural Affairs

COMMUNITY DEVELOPMENT SUBCOMMITTEE

VERNIQUE COLEMAN-STOKES, Community Wellness Services (Chair)

KACI DURHAM, Center for Student Involvement

TAYLOR DWYER, Housing and Residence Life

KENSIE EVERHART, Community Wellness Services

MANDY LAUTZENHEISER, New Student Programs

CHRISTIAN LOZANO, Office of Multicultural Affairs

SUPERVISOR ENRICHMENT SUBCOMMITTEE

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

MARK HOYING, (Chair)

KRISTEN ALTENAU, Sexual Violence Prevention Education

CAITLIN BORGES, Housing and Residence Life

BRITTANY PHILBERT, Housing and Residence Life

KERNYSHA ROWE, Center for Student Involvement

GRADUATE ASSISTANT SELECTION SUBCOMMITTEE

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DAVID BERLAND, Housing and Residence Life

MATT FERDINAND, Campus Recreation

GWYN FOX-STUMP, Center for Student Involvement

JESSICA HOELTING, Community Standards and Civility

OMAR MEMON, Housing and Residence Life

BRIAN TURNER, Information Technology

JOSEPH VALLEE, Housing and Residence Life

AUGUST

AUGUST 1

GRADUATE ASSISTANT ORIENTATION

10 a.m. – 4 p.m.

McGinnis Center

Welcome to the University of Dayton! This orientation has been designed to provide new Graduate Assistants to the division of Student Development with an introduction to the “GA Experience.” The day also serves to welcome back our returning GAs! Join us and get to know your new colleagues, professional staff members, expectations, opportunities, the UD campus, and more!

GRADUATE ASSISTANT SUPERVISOR ORIENTATION

10 a.m. – 4 p.m.

McGinnis Center

This orientation has been designed to provide new Graduate Assistants to the Division of Student Development with an introduction to the “GA Experience.” The day also serves to welcome back our returning GAs! After lunch, supervisors will join the GA Supervisor Enrichment Subcommittee and receive additional information, tools, and resources to support the supervision process.

AUGUST 6

GA DEVELOPMENT COMMITTEE SOCIAL

1 p.m.

Capri Lanes

Come out and get to know your fellow student development graduate assistants while bowling! Dinner is provided.

AUGUST 29

GA COMMUNITY DEVELOPMENT - SOCIAL

6 p.m.

Fifth Third Field

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 4

GA COMMUNITY DEVELOPMENT - SOCIAL

7 p.m.

Location TBD

Come and mingle with your peers, enjoy a game or two of volleyball and eat some grilled foods.

SEPTEMBER 20

GA COMMUNITY DEVELOPMENT - SOCIAL

11 a.m.

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! Check out the 2nd Street Market on Facebook: www.facebook.com/2ndStreetMarket

SEPTEMBER 24

SUPERVISOR WORKSHOP 1

11:30 a.m. – 1 p.m.

Kennedy Union 312

Join us for lunch and the opportunity to meet the faculty from the CSP and Higher Education graduate programs. Participants will discuss graduate program expectations in an effort to support the supervision process as well as learning about professional development opportunities for graduate assistants.

GA PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

12 – 1:30 p.m.

McGinnis Center

The University of Dayton has a large and very diverse population of International students. Join us as students from China describe their educational journey in China and the US, and teach us basic Chinese phrases and pronunciations. You won't want to miss this great opportunity to learn more about our students from China!

OCTOBER

Don't forget to review the Graduate Assistant Competencies this month!

OCTOBER 5

GA COMMUNITY DEVELOPMENT - SOCIAL

1 p.m.

John Bryant State Park/Young's Dairy

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!

www.dnr.state.oh.us/parks/jhnbryan/tabid/750/Default.aspx

youngsdairy.com/

OCTOBER 18

GA COMMUNITY DEVELOPMENT - SOCIAL

Time TBD

Sky Zone

Sky Zone is an indoor trampoline park. Come out with your peers and enjoy jumping, flipping, and landing in a pit filled with 10,000 foam cubes.

www.skyzone.com/dayton

OCTOBER 22

GA SUPERVISOR'S FALL ROUNDTABLE

1 – 2 p.m.

Kennedy Union 312

Join the supervisor enrichment committee and fellow GA supervisors at a roundtable discussion designed to share and support.

GA PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

12 – 1:30 p.m.

McGinnis Center

Join us as we talk with the experts! Career Services is on hand to discuss the beginnings of your job search. First-year graduate students: Are you considering how you will network this year for success next year? Second-year graduate students: Hone your skills as you start to think about conference attendance and the job search this spring. Everyone will benefit from advice on writing the best possible resume and cover letters.

OCTOBER 26

GA COMMUNITY DEVELOPMENT - SOCIAL

9 a.m.

Benhams Grove

Need some time to think and reflect? Need a break from the everyday stressors? Join us for the Graduate Assistant Retreat. Relax, re-energize, and refocus.



NOVEMBER

Don't forget, performance evaluations should be conducted by December 15. GAs will review the evaluation tool, process, and expectations at their workshop on November 11. We encourage supervisors to conduct evaluations after this date!

NOVEMBER 3

2015 Application goes online

NOVEMBER 5

SUPERVISOR WORKSHOP

11:30 – 1 p.m.

Kennedy Union 312

Supervisors will review recruiting, selection, & hiring practices with supervisors. As part of this session the committee will inform supervisors of how their GAs can obtain experiences in multiple departments!

NOVEMBER 8

GA COMMUNITY DEVELOPMENT - SOCIAL

Time TBD

The House of Bread

This is an opportunity to give back to the community by serving others.

NOVEMBER 11

GA PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

12 – 1:30 p.m.

McGinnis Center

Join us as we review the tools and processes used to evaluate GA performance and professional development. Not only is this a great way to prepare for your mid-year evaluations, you'll also walk away with a better understanding of the role professional organizations play in the field and what to expect as you think about joining or attending conferences!

COMMUNITY DEVELOPMENT - SOCIAL

Time TBD

The Greene

Come out for a night at the Greene! You can shop, enjoy a meal, and a leisurely walk to enjoy the sites. This is an opportunity to become more familiar with what Dayton has to offer. For information about the Greene visit: www.thegreene.com

NOVEMBER 21

GA SELECTION SUBCOMMITTEE

Time TBD

Location TBD

GA Selection Committee shares the Intent to Return Form electronically with GAs, while reinforcing resources shared at the earlier Nov. 12-13 supervisor session on how to assist a GA in completing the form.

DECEMBER

All GA performance evaluations must be completed by December 15.
Please be sure to forward a copy to your department's director.

DECEMBER 3

GA PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

12 – 1:30 p.m.

McGinnis Center

It's been a few months since we met with Career Services, and many second year graduate students will spend the holiday break putting the final touches on their resumes. Come meet with professionals from across the division and get feedback on your resume! We will also have guests on hand to discuss preparations for TPE – What should you wear? What is appropriate etiquette? What does a day at TPE even look like? Today is a great day to start considering the TPE experience!

DECEMBER 5

GA COMMUNITY DEVELOPMENT - SOCIAL SUBCOMMITTEE

8 p.m.

Kaci Durham's House

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 SUBCOMMITTEE

Noon

The Trolley Stop

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. For information about the Trolley Stop visit: trolleystopdayton.com

2014 – 2015 GRADUATE ASSISTANT DIRECTORY

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Leadership, Student Leadership Development Programs

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)
myacpa.org

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

The Placement Exchange (TPE)
theplacementexchange.org

Association for Student Conduct Administration (ASCA)
theasca.org

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

Association of College Unions International (ACUI)
acui.org

Association for Orientation, Transition and Retention in Higher Education (NODA)
nodaweb.org

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

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

Association of Leadership Educators (ALE)
leadershipeducators.org

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

What websites might be helpful in my graduate assistant experience?

Graduate studies: **udayton.edu/learn/graduate**
Downtown Dayton events (Active Dayton) **activedayton.com**

What are tenets 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).

How do I access funds for graduate student development?

Go to the link below to request use of your professional development funds: **www.udayton.edu/studev/dean/sd_assistantships.php**