

Graduate Assistant Application



University of Dayton
Division of Student Development
300 College Park
Kennedy Union 241
Dayton, Ohio 45469-0620
(937) 229-4114
(937) 229-4518 (fax)

2015

Conditions for Eligibility

Academics

Candidates must be enrolled in a degree-seeking program as a full-time student to be employed as a graduate assistant. In order to maintain the graduate assistantship, candidates are expected to balance their academic workload with the requirements of the graduate assistantship. Failure to remain in good academic standing will result in employment termination.

Candidates may apply for an assistantship even if they have not been accepted into an academic program at the time of application. **Please note: The application process outlined here is not linked with the application process and/or academic entry to graduate/professional education at the University of Dayton.** Please be certain to submit any needed application materials to the academic program(s) of your choice, according to those separate guidelines, while pursuing the graduate assistantship. An official offer of a graduate assistantship for 2015-2016 is contingent upon the candidate's acceptance into an academic program.

Additional Qualifications

Each assistantship requires an availability of a minimum of twenty (20) hours of work per week with some additional evenings and weekend hours required. Candidates must be in good disciplinary standing in order to be employed as a graduate assistant. Additionally, candidates must possess excellent interpersonal, verbal and written communication skills in order to be considered for an assistantship.

Financial Aid

Being employed as a graduate assistant may affect a candidate's financial aid status. Candidates are responsible for inquiring with financial aid to determine the degree to which the compensation package will impact their financial situation before acceptance of the assistantship.

Commitment to Diversity

The University of Dayton is an equal opportunity, affirmative action employer. All candidates are encouraged to apply. The Division of Student Development strives toward employing a diverse staff.

Selection Timeline

Application Process

Please complete the following:

- Cover Letter
- Resume
- Enclosed application with signature (All items on pages 4-5)
- Personal Statement (Question prompt on page 6)

Email all completed materials to **Kevin Cane** at kcane1@udayton.edu, or mail to the Division of Student Development, Attention: Kevin Cane, 300 College Park, Kennedy Union 241, Dayton, Ohio 45469-0620 **by January 9, 2015.**

It is the candidate's responsibility to ensure all materials are submitted by the deadline for thorough review. Late or incomplete submissions may not be considered.

Interviews

Upon review of the applications, selected candidates will receive an **email by January 30, 2015** inviting them to attend the **Student Development Candidate Social**, which will be held on **Sunday, February 22, 2015, 4:30-6:30pm**, as well as the **Campus Interview Day**, which will be held on **Monday, February 23, 2015, 8:30am-4:00pm**.

The purpose of the Candidate Social is to provide candidates an opportunity to meet with members of the Student Development staff and other campus partners and to become acquainted with other candidates participating in the selection process. Attendance at the social is not required; however, it is strongly encouraged that candidates attend.

The Campus Interview Day provides candidates the opportunity to interview with Student Development staff and other campus partners, learn more information about assistantships offered, and tour the University of Dayton campus. Candidates are responsible for providing their own lodging and transportation to and from Dayton for this experience. Light fare is provided at Sunday evening's Candidate Social, and breakfast and lunch will be provided during Monday's Campus Interview Day. Participating in the Campus Interview Day is required in order to be considered for a graduate assistantship.

Placement

Offer letters for employment and alternates will be emailed no later than the week of **Monday, March 9, 2015**. Placement decisions are based upon the qualifications of each candidate and the needs of each department in Student Development. Any positions that become available throughout the year may be offered to alternates. **The deadline for candidates to accept or deny their offer of employment/alternate status is Wednesday, April 15, 2015.**

Please contact the Graduate Assistant selection chair Kevin Cane (kcane1@udayton.edu, 937-229-4114) for questions regarding assistantships.

For detailed descriptions of each assistantship, please see the pages following the application, including the overall Position Description Index which highlights our anticipated openings. Openings are subject to change.

Student Development

Graduate Assistant Application 2015

Please complete the enclosed application on Pages 4-5, with your signature, and submit along with your personal statement (question prompt on page 6) and both your cover letter and resume.

***PLEASE NOTE:** This application is completely separate from any application tied to entry in an academic program for graduate/professional study at the University of Dayton.

Return all application materials as attachments via email to **Kevin Cane** at **kcane1@udayton.edu**, or mail to:
Division of Student Development, Attn: Kevin Cane, 300 College Park, Kennedy Union 241, Dayton, OH 45469-0620

(Please type/write on the line above the question)

<i>Last Name</i>	<i>First Name</i>	<i>Middle Initial</i>
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<i>Date of Birth</i>	<i>Gender</i>	<i>E-mail Address</i>
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<i>Current Address (street, city, state & zip code)</i>	<i>valid until when</i>	<i>Cell Phone</i>
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<i>Permanent Address (if different from above)</i>	<i>Permanent Phone Number</i>
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<i>Previous College/University</i>	<i>Dates Attended</i>	<i>Degree</i>	<i>Cumulative GPA</i>
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<i>Anticipated: University of Dayton Graduate School/Program</i>	<i>Graduation Date</i>	<i>Degree/Major</i>
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Anticipated: Graduate Studies Advisor, or whom you have established a rapport with in your Academic Department (Name and Department)

References - Please provide the names and phone numbers of three references.

Name	Title	Affiliation	Years Known	Phone Number
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Name	Title	Affiliation	Years Known	Phone Number
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Name	Title	Affiliation	Years Known	Phone Number
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Department Ranking

Please rank all the following **departments/positions** that you have interest in working for in order of preference, with 1 as the first choice all the way down to 17 as your final choice. (1 = first choice / 17 = last choice)

Please note: The Position Description Index on page 7 outlines which areas have anticipated openings at the present time for this application cycle. You may end up ranking one or more areas that do not have an opening.

ArtStreet (AS) -Assistant Education Coordinator for ArtStreet		Housing and Residence Life (H&RL) -Residence Coordinator, Global Living Learning Community
Campus Recreation (CR) -Member Operations & Outreach		Housing and Residence Life (H&RL) -Technology Support, Web Development & Reporting
Career Services (CS) -Graduate Assistant Career Advisor		Housing and Residence Life (H&RL) -Guest and Conference Services
Center for Student Involvement (CSI) -Greek Life		New Student Programs (NSP) -New Student Orientation/Family Weekend
Center for Student Involvement (CSI) -Student Life		Office of Multicultural Affairs (OMA) -Graduate Assistant for Leadership Programs
Community Standards & Civility (CS&C) -Student Conduct Assistant		Sexual Violence Prevention Education (SVPE) -Education & Programming
Community Wellness Services (CWS) -Wellness -Alcohol & Other Drug		Student Development (STUDEVO) -Communications & Community Relations
Housing and Residence Life (H&RL) -Resident Director		Student Development (STUDEVO) -Student Leadership Programs
Housing and Residence Life (H&RL) -Residence Coordinator		

Signature

Date

I certify that I have read, understood, and agreed to the conditions of employment eligibility. In addition, I certify that the information provided on this application and in my resume are both true and correct. If any changes are needed, I will notify the Division of Student Development immediately.

Application Question – Personal Statement

Please write a 1-2 page personal statement and in your response please address:

1. What you are passionate about as it pertains to working with, impacting, or supporting and challenging students and how an assistantship at the University of Dayton will aid you in fulfilling your passion
2. How an assistantship positively impacts your future career goals
3. Your understanding of the Catholic and Marianist educational philosophy
4. Your understanding of interculturalism, teamwork, and collaboration

Attach your personal statement as a separate document and submit along with your signed application packet responses found on pages 4-5, in addition to your cover letter and resume.

All materials can be emailed to Kevin Cane at kcane1@udayton.edu by January 9, 2015.

2015 Graduate Assistant Position Description Index

- ❖ [ArtStreet \(AS\) - Assistant Education Coordinator for ArtStreet](#) - 1 anticipated position/Start Aug 3, 2015 (Page 8)
- ❖ [Campus Recreation \(CR\) - Member Operations & Outreach](#) - 1 anticipated position/Start Aug 3, 2015 (Pages 9-10)
- ❖ [Career Services \(CS\) - Graduate Assistant Career Advisor](#) - 1 anticipated position/Start Aug 3, 2015 (Page 11)
- ❖ [Center for Student Involvement \(CSI\) - Greek Life](#) - 0 anticipated positions (Page 12)
- ❖ [Center for Student Involvement \(CSI\) - Greek Life](#) - 1 anticipated position/Start Aug 3, 2015 (Page 13)
- ❖ [Center for Student Involvement \(CSI\) - Student Life](#) - 1 anticipated position/Start Aug 3, 2015 (Page 14)
- ❖ [Center for Student Involvement \(CSI\) - Student Life](#) - 1 anticipated position/Start Aug 3, 2015 (Page 15)
- ❖ [Community Standards & Civility \(CS&C\) - Student Conduct Assistant](#) - 1 anticipated position/Start Aug 3, 2015 (Page 16)
- ❖ [Community Wellness Services \(CWS\) - Wellness](#) - 0 anticipated positions (Page 17-18)
- ❖ [Community Wellness Services \(CWS\) - Alcohol and Other Drug](#) - 0 anticipated positions (Pages 19)
- ❖ [Housing & Residence Life \(H&RL\) - Resident Director](#) - 1 anticipated position/Start July 1, 2015 (Pages 20-21)
- ❖ [Housing & Residence Life \(H&RL\) - Residence Coordinator](#) - 6 anticipated positions/Start July 22, 2015 (Pages 22-23)
- ❖ [Housing & Residence Life \(H&RL\) - Residence Coordinator, GLLC](#) - 1 anticipated position July 22, 2015 (Pages 24-25)
- ❖ [Housing & Residence Life \(H&RL\) - Web Development and Reporting](#) - 0 anticipated positions (Page 26)
- ❖ [Housing & Residence Life \(H&RL\) - Guest and Conference Services](#) - 0 anticipated positions (Pages 27-28)
- ❖ [New Student Programs \(NSP\) - New Student Orientation/Family Weekend](#) - 1 anticipated position/Start Aug 3, 2015 (Pages 29-30)
- ❖ [Office of Multicultural Affairs \(OMA\) - Graduate Assistant for Leadership Programs](#) - 1 anticipated position/Start Aug 3, 2015 (Page 31)
- ❖ [Sexual Violence Prevention Education \(SVPE\) - Education & Programming](#) - 0 anticipated positions (Page 32)
- ❖ [Student Development \(STUDEVO\) - Communications & Community Relations](#) - 1 anticipated position/Start Aug 3, 2015 (Page 33)
- ❖ [Student Development \(STUDEVO\) - Student Leadership Programs](#) - 0 anticipated positions (Pages 34-35)

ArtStreet (AS)

Assistant Education Coordinator for ArtStreet: Creative 'Spark' Center and Community

Overview

ArtStreet is seeking a 20-hour per week graduate assistant to serve as the Assistant Education Coordinator for the ArtStreet Creative 'Spark' Center and Community, a group of 58 junior and senior students of all different academic disciplines (from education to pre-dentistry to criminal justice to music) that live in 11 apartments in ArtStreet and immerse themselves in Radical Creativity: a forward-thinking, interdisciplinary education process. The students selected to live at ArtStreet take a one-credit course UDI 371: ArtStreet Experience each semester. Students meet in a classroom or event setting approximately 30 hours per semester, primarily in the evening. This course is a deep-dive into the ArtStreet vision and mission of stimulating the social consciousness of the future generations of artistic and creative leaders. They spend the Fall semester challenging each other's intent and creative design of an experiential project that looks to impact both their specific studies of thought and the community as a whole. The Spring semester, each house teaches one week of course around a specific theme that culminates into a diverse creative installation in the ArtStreet exhibition space.

Responsibilities

The graduate assistant will be expected to:

- Create vehicles and programming beyond the scope of the course to expand the ArtStreet vision and mission beyond just the classroom and into the community.
- Assist the ArtStreet director in the development and delivery of activities and materials for the UDI 371 class.
- Assist the director with and attend events with residents including experiential projects and associated ArtStreet programs.
- Assist the director with organizational and logistical planning of all ArtStreet Experiential Projects throughout school year
- Assist with assessment of ArtStreet Experiential Projects and ArtStreet Experience Course
- Develop and maintain partnerships with ArtStreet's student-run organizations the ArtStreet Café, WUDR, and Street Sounds, as well as with other organizations beyond the complex such as OMA, CAB, CIP, SGA, etc.
- Attend all ArtStreet Community Conversations
- Be flexible in terms of a work schedule, and be available to work daytime, evening, and weekend hours.
- Assist interns and ArtStreet student staff in the development and implementation of events and activities open to all UD students.

Qualifications

- Preferably a student in the College Student Personnel, Higher Education, or related graduate program, however, interest in the future design of higher education and how creative thinking and artistic strategy can be a tool in that design should apply
- Interest in civic change and community building
- Flexible and comfortable with spontaneity with an understanding and preparedness for the 'creative variable'
- Ability to conceive of, manage, conduct, and assess several projects simultaneously
- Ability to collaborate with students, faculty, staff, and community members
- Must have a can-do attitude.

Hours

August 2014 – May 2015 Academic Year: 20 hours a week. Some evening and weekend hours are required.

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Brian LaDuca, Director of ArtStreet
bladuca1@udayton.edu
937-229-5101

Campus Recreation (CR)

Operations and Member Services

Overview

Campus Recreation is a department within the Division of Student Development that provides growth opportunities and educational experiences that enrich the lifelong learning process of the University of Dayton Community. We are seeking a self-motivated, enthusiastic, and proactively growing professional to assist with the administration of the Member Services and Operations components for the department. The successful candidate will be responsible for actively engaging, through a variety of initiatives, members of our University community to maintain high levels of involvement in Campus Recreation. The position is part time (20 hours per week / 9 months) and is supervised by the Assistant Director, Facility and Member Services. The individual will also have opportunities to engage in departmental committees and projects such that a holistic Campus Recreation experience is gained.

Responsibilities

The Department of Campus Recreation Graduate Assistant for Operations and Member Services is to assist with the organization, facilitation, and management of the department's comprehensive effort to encourage participation and engagement in UDCR services from all segments of the University community. Specific duties include, but are not limited to the following:

- Maintain a thorough knowledge and oversee operation of recreational management software (Fusion).
- Assist in the hiring, training, scheduling, and supervising of a student staff of 45 undergraduate students.
- Provide direct supervision to two Lead Supervisors (student staff).
- Communicate with UDCR members on all aspects of membership and usage policies.
- Act as primary liaison between Associate Director, Operations and Administration and student staff related to small event set up and logistics.
- Create, update, and maintain operational manuals for department staff related to POS, customer service, communication skills, cash handling, rec software proficiency, and general departmental knowledge in alignment with industry standards.
- Contribute to an innovative curriculum of student staff in-services that support and challenge students to a high standard of service.
- Assist with membership management through creation and procurement of reports.
- Assist with compiling daily, weekly, monthly, and yearly user data.
- Create and facilitate creative member programs to engage and extend the member base.
- Research and promote member opportunities to underserved and perspective markets; to include outreach and presentations.
- Be knowledgeable of and provide information on all department facilities, programs, and services
- Contribute to the ongoing development and facilitation of the department's comprehensive risk management plan.
- Participate in staff meetings and staff development activities sponsored by the department and division.
- Provide instruction for American Red Cross CPR / AED / First aid for the Professional Rescuer.
- Oversee locker rental and turnover process.
- Perform other duties as assigned.

Desired Qualifications

Candidates must have a Bachelor's degree with preference for those with coursework in a service related field, as well as a positive work history in a university recreation or service related position with a preference for experience in Facility Operations or Member Services. Candidates must be accepted into the College Student Personnel or Higher Education Administration Master's program. The ideal candidate will have strong written and verbal communication skills, as well as demonstrated experience in leading groups in classroom and seminar settings. Additionally, a proven ability to grasp and operate modern software programs is needed for success in this position. Candidates must also have demonstrated integrity, dependability, sound judgment, teambuilding, and resourcefulness to establish and maintain collaborative, positive, and effective working relationships with multiple and diverse constituency groups. This person must exhibit a willingness to work on a flexible basis, as programs and events are often in the evenings and on weekends. Individual must have the ability to thrive in a fast paced, diverse student service environment, while possessing exceptional passion and energy for working in this setting, exhibit positive attitude, and be a self-starter with the ability to instill the same values in others.

Remuneration

- A competitive \$21,000 combined stipend and tuition remission package; up to 24 credit hours per academic year
- Option for summer employment; hourly pay during summer
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

Application Process and Timeline*

The University of Dayton, Division of Student Development utilizes a comprehensive, on-campus Graduate Assistant selection process. Held on campus Sunday, February 22 and Monday, February 23, 2015, the selection process includes a social, interviews, and workshop. Candidates are responsible for their own lodging and transportation to and from the University. Breakfast and lunch will be provided on the day of the interview/workshop. Participating in the *campus interview/workshop is required* in order to be considered for the Member Services Graduate Assistantship.

Campus Recreation is seeking 2-4 candidates to invite to participate in the on-campus Graduate Assistant selection process. The timeline is as follows:

- Interested applicants must submit a cover letter, resume, and a minimum of three (3) professional references to Mark Hoying via email at mhoying1@udayton.edu by Friday, December 5, 2014.
- Candidate review and selection will occur December 8-18; with on-campus invites being made on Friday, December 19, 2014.
- Those selected must then complete the divisional Graduate Assistant application process by January 9, 2015.
- On-campus interviews and workshop will be held February 22-23, 2015.
- Position offering will be emailed on Friday, March 6, 2015 and are conditional upon acceptance into graduate school.

** At present, this position should not be available until fall 2015.*

For more information, contact:

Mark Hoying
Assistant Director, Facility and Member Services
University of Dayton
mhoying1@udayton.edu
937-229-2721

Career Services (CS)

Graduate Assistant Career Advisor

Overview

The Career Services Graduate Assistant Career Advisor will provide career advising to students and alumni after completion of a comprehensive training program. Additional responsibilities will include developing and presenting a variety of career programs and seminars, coordinating the daily walk-in hours program, directing the alumni mentoring program, and assisting with Career Service's publicity and outreach efforts. The position is part-time (20 hours per week/9 months) and supervised by the Director of Career Services.

Responsibilities

Primary responsibility of the graduate assistant will be to provide career advising to students and alumni after completion of a comprehensive training program. Additional responsibilities will include developing and presenting a variety of career programs and seminars, coordinating the daily walk-in hours program, and assisting with Career Services publicity and outreach efforts. The assistantship will expose a student to all aspects of the operation of a career center and provide an excellent orientation to a possible career in this area of student services.

Qualifications

Candidate must demonstrate knowledge of the career development process, ability to build rapport with students, strong interpersonal and written communication skills, and presentation skills. Ability to take the initiative to complete tasks and develop new programs when appropriate is also desired. Experience with MS Office, web-based applications, and social networking sites preferred.

Hours

August 2015 – May 2016. Academic Year: 20 hours a week. Some evening and weekend hours are required.

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Jason Eckert, Director of Career Services
jeckert1@udayton.edu
www.udayton.edu/careerservices
(937) 229-2045

Center for Student Involvement (CSI)

Greek Life

Overview

The Graduate Assistant (GA) for Greek Life is under the direction of the Director of Greek Life in the Center for Student Involvement. The GA will assist with the advisement of the Interfraternity Council (IFC), as well as other leadership responsibilities.

Responsibilities

- Attend the weekly council and executive board meetings of the Interfraternity Council.
- Co-advise the Interfraternity Council chairs.
- Co-advise the Greek Week committee and assist in facilitating all Greek Week events, with the Assistant Director.
- Advise the Greek Scholarship Chairs in coordinating and implementing Greek academic programs including, but not limited to, financial scholarship distribution, leadership conference programming, and an annual scholarship and awards banquet.
- Assist with the implementation of fraternity recruitment in a community-oriented manner.
- Assist with implementation of all Interfraternity Council events.
- Assist in researching best practices for fraternities and sororities, implementing fraternity and sorority curriculum, reviewing the annual strategic plan, and updating the community on progress made.
- Advise and counsel individual students on issues related to their fraternity/sorority experience.
- Assist the Director and Assistant Director with leadership experiences, educational programming, and community-wide initiatives from all three values-based Greek councils, inclusive of the Interfraternity Council, National Pan-Hellenic Council, and the women's College Panhellenic Council

Related Involvement

- Attend all Greek community meetings.
- Serve as a member of the IFC Expansion Committee and assist with any current/future plans for chartering new organizations in this, or any of the three councils.
- Assist with recruitment and intake programs for that National Pan-Hellenic Council and women's College Panhellenic Council.
- Assist with other council programming and events, as needed, in consultation with the Assistant Director.
- Remain up-to-date on all student organization event registration policies.
- Serve as co-editor, with a graduate assistant from Student Life, of the Center for Student Involvement's monthly newsletter.
- Fulfill other duties as assigned.

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Kevin Cane
University of Dayton
300 College Park, 241 Kennedy Union
Dayton, OH 45469-0620
(937) 229-4114

Center for Student Involvement (CSI)

Greek Life

Overview

The Graduate Assistant (GA) for Greek Life is under the direction of the Assistant Director of Greek Life in the Center for Student Involvement. The GA will assist with the advisement of the National Pan-Hellenic Council (NPHC), College Panhellenic Council, as well as other leadership responsibilities.

Responsibilities

- Attend the weekly council and executive board meetings of the National Pan-Hellenic Council (NPHC).
- Attend the weekly council and executive board meetings of the women's College Panhellenic Council (CPC).
- Co-advise the NPHC executive board and chairs.
- Co-advise the CPC executive board and chairs.
- Advise the Greek Community Relations committee consisting of the Greek Relations chairs from each governing council.
- Assist with the implementation of each chapter's intake process in accordance with their national guidelines.
- Assist with implementation of the CPC's formal and informal recruitment processes.
- Assist with implementation of all NPHC events.
- Assist with implementation of all CPC events.
- Establish and maintain listservs for all advisors, House Corporation Officers, each Council, and presidents.
- Assist in researching best practices for fraternities and sororities, implementing fraternity and sorority curriculum, reviewing the annual strategic plan, and updating the community on progress made.
- Advise and counsel individual students on issues related to their fraternity/sorority experience.
- Assist the Assistant Director of Greek Life with leadership experiences.

Related Involvement

- Attend all Greek community meetings.
- Participate in all CPC extension processes and coordinate the extension committee.
- Assist in the chartering of NPHC groups and facilitate correspondence with graduate chapter representatives
- Maintain electronic records and documentation for CPC/NPHC.
- Fulfill other duties as assigned.

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Kevin Cane
University of Dayton
300 College Park, 241 Kennedy Union
Dayton, OH 45469-0620
(937) 229-4114

Center for Student Involvement (CSI)

Student Life

Overview

The Graduate Assistant (GA) for Student Life is responsible for supporting the coordination, marketing, and advising of campus-wide programming provided by the student organization Campus Activities Board (CAB); assisting the Campus Concert Committee (CCC) in executing a campus wide concert each spring; coordinating #UDLATENIGHT programs, student staff, and marketing; as well as chairing the late night grant committee to award funds to student organizations. The position is part-time (20 hours per week/10 months) and is supervised by the Assistant Director of Student Life.

Student Organization Advising

- Serve in an advisory capacity for the Campus Activities Board (CAB) and Campus Concert Committee (CCC).
- Advise various members of CAB in the development of purposeful programs that affect the greater University of Dayton campus.
- Assist in the selection, evaluation, and training of CAB and CCC members
- Act as on site resource for events implemented by CAB and CCC.
- Assist CCC in the selection and execution of a mid/large size band for a spring concert
- Administrate, with the Assistant Director for Student Life, the Late Night Programming grants
- Work some nights and weekends, as an expectation, to better assist with campus programming.
- Work with Assistant Director of Student Life to initiate major University programming initiatives.
- Work with collaborating offices/organizations to improve campus programming.
- Serve in an advisory capacity for the Student Government Association (SGA), as needed.
- Other duties or projects as assigned.

Professional Development Opportunities

- Develop educational opportunities and learning outcomes for student organization leaders.
- Work with the Assistant Director of Student Life on assessment of student leaders and student workers
- Serve on various departmental and divisional committees including but not limited to: Diversity Action Team; Fall Leadership Conference; MLK Celebration; and Hispanic, African-American and Asian and Pacific Islander Heritage Months.
- Serve as a University Hearing Board member for the Office of Community Standards and Civility

Committee Work

- Standing appointment to the Late Night Grant Committee to award funds to student organizations

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Gwyn Fox Stump
University of Dayton
300 College Park, 241 Kennedy Union
Dayton, OH 45469-0620
(937) 229-3333

Center for Student Involvement (CSI)

Student Life

Overview

The Graduate Assistant (GA) for Student Life is responsible for supporting the student organization event registration process and the student organization recognition process. The position also supports and provides student organization and adviser education programs and assists with student employee development for the union student staff. The position is part-time (20 hours per week/10 months) and is supervised by the Assistant Director for Student Life.

Student Life

- Review, approve, and assist with low level registered student organization events.
- Manage and maintain the general student organization email account.
- Lead and assist with departmental programming including Up the Orgs and student organization forums.
- Manage and maintain the department's imprinting approval process.
- Manage upkeep of rosters, constitutions, and other key document for recognized student organizations
- Lead and manage the department's student organization social media marketing strategies and initiatives.
- Research and assess our current practices based upon CAS and NACA standards as well as peer institutions.

Adviser and Student Leader Resource

- Develop and assist with newsletters to student organization leaders and advisers monthly.
- Help to develop and present student organization/adviser education sessions, event management training, and other departmental leadership programs.
- Provide resources and appreciation initiatives for adviser involvement, while maintaining accurate adviser records

Additional Professional Development Opportunities

- Serve in an adviser capacity for one or more student organizations.
- Serve as a University Hearing Board member for the Office of Community Standards and Civility.
- Assist with assessment of student employees and student organizations.
- Serve on various departmental and divisional committees.

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Gwyn Fox Stump
University of Dayton
300 College Park, 206 Kennedy Union
Dayton, OH 45469-0620
(937) 229-3333

Community Standards & Civility (CS&C)

Student Conduct Assistant

Qualifications for the Student Conduct Assistant position

- Bachelor's Degree
- Acceptance into a Graduate Program at the University of Dayton (College Student Personnel, Higher Education, or a related field is preferred)
- Enrolled in no more than 6 semesters and/or 8 quarter hours
- Successful completion of the interview process
- Acceptable disciplinary standing from undergraduate institution
- Acceptable academic standing from undergraduate institution
- Strong communication skills
- Strong administrative/organizational skills

Responsibilities

The Office of Community Standards and Civility is responsible to the University of Dayton community to assist in the resolution of student conduct cases as described in the University of Dayton Standards of Behavior. The primary role of the Office of Community Standards and Civility's Student Conduct Graduate Assistant will be to assist in the management of student conduct issues as they arise in the office as well as serve as the primary coordinator of the faculty and staff volunteers. The Standards of Behavior exist to protect the rights of the University of Dayton community. Each standard has been created in partnership with the students, faculty, and staff. The Office of Community Standards and Civility, in upholding these standards, utilizes an educational philosophy through (1) developmental sanctioning, (2) peer based hearing boards, (3) trained adjudication officers and hearing board members, and (4) educational opportunities that relate to community, civility, and responsibility. The Student Conduct Graduate Assistant is responsible for the coordination of various educational and developmental training sessions designed to increase student awareness of the University's expectations and standards regarding social conduct. Additionally, the graduate assistant will be cross trained in order to gain a skill set for each role in the student conduct system.

Duties Include

- Coordinate communication efforts with volunteer hearing board members and hearing officers, conduct advisors, perspective meeting facilitators and support people.
- Manage/direct student and parent services for general questions and concerns.
- Manage the office inbox.
- Coordination of hearing board days with regards to set up, assistance and staff support for sexual harassment/misconduct cases.
- Assist in the maintenance and management of federally protected student conduct records.
- Assist in the management of the student diversion program Blueprint (optional programs students can choose to participate in as an alternative to the traditional conduct system).
- Serve as a trained University Hearing Board member in a limited capacity.
- Coordinate faculty and staff volunteers that facilitate educational interventions and support services.
- Other duties as assigned by the Director of Community Standards and Civility, such as creating reports, preparing presentation materials, and performing daily office tasks.
- Office hours 20 hours per week.

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Debra P. Monk
Associate Dean of Students
Director of Community Standards and Civility
dmonk1@udayton.edu
(937) 229-4627

Community Wellness (CWS)

Wellness

Overview

The Wellness Graduate Assistant (GA) for Community Wellness Services is responsible for the creation, management, and implementation of varied holistic programs that represents the seven dimensions of wellness, such as the Choose Well, Live Well Day and Wellness Wednesdays. This position will supervise the wellness interns. The time frame for this position is typically August 15 until May 15 and includes a 20 hour work week. The Director of Community Wellness Services is the supervisor of this position.

Responsibilities

The Graduate Assistant (GA) position is a professional assignment. As such, the GA is expected to follow all policies and standards of behavior as outlined in the Student Handbook. The GA position supports Community Wellness Services in the following ways:

Communication

The GA implements the communication plans of the Director of Community Wellness Services by:

- Crafting and distributing Wellness communications through social media outlets, campaigns, and programs.
- Maintaining the office's social media outlets for marketing and educational purposes.

Programming

The GA implements the programming plans of the Director of Community Wellness Services by:

- Developing and implementing relevant bi-monthly programming to represent the seven dimensions of Wellness and specific prevention programming such as nutrition, fitness, mental health, stress management, etc.
- Marketing, gathering content, creating an annual schedule, and evaluating all Wellness Wednesdays.
- Overseeing operations and developing the FLYER2FLYER peer education program.
- Producing, marketing, and evaluating the Choose Well, Live Well Day by inviting participants and students.

Supervision

The GA establishes and maintains close relationships with the wellness interns, meeting regularly with this group and one-on-one as needed to facilitate and enhance their leadership experience and to assist the Director of Community Wellness Services. The GA will hire, train, and supervise the wellness interns to create and execute Wellness Wednesday programs and assist in other special events.

Collaboration

To achieve the goals of the department, the GA will collaborate with staff throughout Student Development and with staff, faculty, administrators, and students throughout the University of Dayton. The GA will attend meetings as requested to build and deepen partnerships.

Administration

The GA is responsible for assisting the Director of Community Wellness Services in the overall management of the department's programs. Also, the GA must complete all paperwork and perform other duties for CWS as requested.

In addition, the GA is responsible for the following:

- To report any student needs, issues, and areas of concern to the Director of Community Wellness Services.
- To act as a liaison between students and the Director of Community Wellness Services.
- To participate in staff training and meetings as requested.
- To work at events as requested.
- To serve on department and university committees as requested.
- To complete duties as assigned by the Director of Community Wellness Services.

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Steve Mueller
Assistant Vice President, Health & Wellness
(937) 229-3141

Community Wellness (CWS)

Alcohol and Other Drug

Overview

The Alcohol and Other Drug (AOD) Graduate Assistant (GA) for Community Wellness Services is responsible for providing alcohol and other drug interventions, such as Alcohol Check-ups, Substance Education Program (SEP) intakes and exits, and Alcohol Skills Training Program (ASTP). The AoD GA must obtain a Chemical Dependency Counselor Assistant (CDCA) certification within 3 months of assuming the position and maintain this certification in good standing during the assistantship. The time frame for this position is typically August 1 until May 13 and includes a 20 hour work week. The person in this position will support the services offered through Community Wellness Services. The Alcohol and Other Drug Interventions Manager of Community Wellness Services is the supervisor of this position.

Responsibilities

The Graduate Assistant (GA) position is a professional assignment. As such, the GA is expected to follow all policies and standards of behavior as outlined in the Student Handbook. The GA position supports Community Wellness Services in the following ways:

Alcohol and Other Drug Interventions

The GA assists the Alcohol and Other Drug Intervention Manager of Community Wellness Services in their work with providing alcohol and other drug direct service by:

- Facilitating Alcohol/Drug Check-Ups, SEP Intakes and Exits, and ASTP and SEP groups.
- Providing educational training and resources to students, faculty, and staff with the goal of reducing and recognizing substance dependency and abuse within the UD community.
- Facilitating small and large discussion groups and presentations; including Dayton 2 Daytona.
- Updating, creating, and maintaining department-related documentation, spreadsheets, and statistical information from programs and assisting with the AlcoholEdu program.
- Managing incoming student referrals and sanctions.

Supervision

The GA establishes and maintains a relationship with Club 6, meeting with this group and one-on-one as needed to facilitate and enhance their leadership experience and to assist the Alcohol and Other Drug Intervention Manager of Community Wellness Services. The GA will train and supervise the AOD intern in organizing paperwork and assist in other special events.

Collaboration

To achieve the goals of the department, the GA will collaborate with staff throughout Student Development and with staff, faculty, administrators, and students throughout the University of Dayton. The GA will attend meetings as requested to build and deepen partnerships.

Administration

The GA is responsible for assisting the Alcohol and Other Drug Interventions Manager of Community Wellness Services in the overall management of the department's programs. Also, the GA must complete all paperwork and perform other duties for CWS as requested.

In addition, the GA is responsible for the following:

- To participate in staff training and meetings as requested.
- To work at events as requested.
- To serve on department and university committees as requested.
- To complete duties as assigned by the AOD Intervention Manager.

Remuneration

- Competitive Stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Vernique Coleman-Stokes
AoD Intervention Manager
937.229.1233

Housing & Residence Life (H&RL)

Resident Director

Overview

The Resident Director (RD) is responsible for providing overall leadership and management of a 300 to 450 person residential community. An Area Coordinator (AC) on East Campus or a Community Coordinator (CC) on West Campus directly supervises the RD. The RD is a member of the department's central staff and is expected to follow all policies and provisions outlined in the university's Student Standards of Behavior. The RD position is an 11-month (July-May) live-in assignment with expectations of working 20 hours per week. The RD may not hold an outside position or employment during the academic year but may request academic related positions, to include but not limited to, internship or co-op through their AC or CC with final approval from the Assistant Dean of Students and Executive Director of Housing & Residence Life.

Responsibilities

Supervision

The RD directly supervises 4-11 undergraduate staff members (Resident Assistants (RA) or Fellows), up to 20 undergraduate Desk Assistants, and one Residence Coordinator (Caldwell Apartments only). The RD will facilitate weekly or bi-weekly individual meetings with their staff members as well as performance evaluations. As part of their responsibilities, the RD will be required to meet weekly with their staff in order to provide opportunities for further training and skill development.

Community Development

The RD is responsible for fostering an atmosphere that is conducive to academic and personal growth among the residential communities of their RA/Fellow staff. The RD will collaborate with university stakeholders such as Campus Ministry, the Center for International Programs, the Office of Multicultural Affairs, the Office of Community Standards and Civility, Community Wellness, Facilities Management, and other pertinent partners in order to foster an environment that is conducive for students' academic and social development. The RD will assist in the development of the educational plan for the area and will be responsible for implementing the education plan for the community. The RD will advise and involve staff in planning initiatives that enhance the development of the residential community and are in line with AVIATE, the residential curriculum. The RD will implement the department's community standards process. The RD is expected to attend community programs and community standards meetings as necessary. The RD also advises the Hall Council in the area.

Student Conduct

The RD will facilitate behavioral hearings in order to provide students with an understanding of university policy and an opportunity to conceptualize the impact of their decisions and behavior on the community. The RD is also responsible for assigning appropriate consequences, student follow up, and data entry into the university's judicial database. The RD is encouraged to create proactive programming to reduce the amount of student conduct cases.

Administration

The RD is responsible for the overall management of their assigned residential community. As a member of the central staff, the RD will chair and/or co-chair at least one department committee and attend weekly meetings. The RD will also manage the OrgSync portal for the living area. Additionally, the RD will manage and review Google forms for the area including duty logs, duty switch, purchasing requests, and time away, as well as departmental forms including initiative log and community standards logs.

Duty, Rounds, and Special Coverage

The RD will serve on either the Housing and Residence Life (HRL) or Dean of Student's Administrator (DSA) on-call rotation. When on call, the RD will engage with Public Safety, the Counseling Center and local hospital staff in order to provide support for students in crisis. Additionally, the RD will provide support and guidance for the Residence Coordinators on call and the paraprofessional HRL staff. The RD may also be expected to provide additional on-call/duty coverage as assigned for University holidays and weekends including, but not limited to, **opening weekend, Columbus Day, Labor Day, Halloween, Thanksgiving, Martin Luther King Day, Spring Break, St. Patrick's Day, Easter, and closing.**

Counseling

The RD will assist students within the limits of his/her capabilities with academic, social and personal matters. The RD should also be aware of student issues including, but not limited to, homesickness, college adjustment, roommate conflicts, and depression. The RD must also be familiar with University policies and procedures in order to direct students to appropriate resources as necessary. The RD must exercise sensitivity, patience, and care when addressing concerns that could adversely affect a student's personal well being.

In addition, the RD is responsible for the following (responsibilities differ by living area):

- To supervise area desk operations for 24-hour desk
- To report any student needs, issues, and areas of concern to his/her direct supervisor
- To act as a liaison between students and the department of Housing and Residence Life
- To participate in professional staff, graduate (GALI), and undergraduate (ULI) training
- To participate in the department's selection processes as requested
- To assist with the department opening and closing processes

Remuneration for Resident Director

- \$7,700 Stipend /academic year
- Furnished apartment
- Board
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistant

For more information, contact:

David Berland
Assistant Director of Residence Life
University of Dayton
937.229.3520
dberland1@udayton.edu

Housing & Residence Life (H&RL)

Residence Coordinator

Overview

The Residence Coordinator (RC) position is a graduate assistantship at the University of Dayton in the Department of Housing & Residence Life. The RC is responsible for assisting a full time staff member (Area Coordinator/AC or Community Coordinator/CC) in the overall management of a residential community. There are 10 unique residential communities in the department. The RC is expected to follow all policies and provisions outlined in the university's Student Standards of Behavior. The RC position is a 10 month live-in assignment. The RC may not hold any additional outside position or employment during the academic year.

Responsibilities

Supervision

The RC will be directly supervised by a CC or AC. The RC will directly supervise a sub-staff of undergraduate staff members (Resident Assistants/RA or Fellows) which is specific to each living area. Each RC will establish and maintain a professional relationship with undergraduate staff through weekly all-staff, sub-staff and 1:1 meetings. RCs are also responsible for evaluating staff job performance via the departmental evaluation process.

Community Development

The RC is responsible for fostering an atmosphere that is conducive to academic and personal growth within the direct residential community and also among the residential communities of the RA/Fellow staff. The RC will assist in the implementation of the educational plan for the community. The RC will advise and involve staff in planning initiatives that enhance the development of the residential community and are in line with AVIATE, the residential curriculum. The RC will support the implementation of the department's community standards process. The RC is expected to attend community programs and community standards meetings as necessary. The RC may advise the Area Hall Council or assist in managing the front desk.

Counseling & Advising

The RC will be expected to establish and maintain a professional relationship with each resident and staff member in his/her residential area. RCs will advise students within the limits of his/her capabilities in academic, social and personal matters. The RC should also be aware of student issues including, but not limited to, homesickness, college adjustment, roommate conflicts, and depression. The RC must also be familiar with university policy in order to direct students to the proper office or official as necessary. The RC must exercise sensitivity, patience, and care when addressing concerns that could adversely affect a student's personal well being.

Administration

The RC is responsible for assisting professional staff (AC/CC) in the overall management of the living area. Consequently, the RC may be expected to perform the duties of the AC/CC in his/her absence. The RC must complete all paperwork and other duties that assist the professional staff in responding to student issues and concerns.

Crisis Response and Special Coverage

Each RC is required to assist with on-call duty response for the University as directed by the Assistant Dean of Students and Executive Director of Housing and Residence Life. RCs may also be expected to provide additional on-call/duty coverage as assigned for University holidays and weekends including, but not limited to, **opening weekend, Labor Day, Columbus Day, Halloween, Thanksgiving, Martin Luther King Day, Spring Break, St. Patrick's Day, Easter, and closing.**

Student Conduct

Depending on the residential area to which he/she is assigned, the RC will be expected to confront and document those students who violate University rules and regulations as indicated by the University Student Standards of Behavior. Depending on the residential area and as directed by the AC/CC, the RC will facilitate behavioral hearings with students in order to educate them on University policy and on the ways in which their behavior impacts the community. The RC is also responsible for assigning appropriate consequences, student follow up, and data entry into the University's judicial database. The RC will facilitate Opt-in sessions as an alternative to the Student Conduct System for first time incidents of a minor nature.

In addition, the RC is responsible for the following:

- To report any student needs, issues, and areas of concern to his/her AC/CC
- To act as a liaison between students and the Department of Housing and Residence Life
- To report any student emergencies, unusual behavior, and/or long absences to the AC/CC
- To participate in Graduate (GALI) and Undergraduate (ULI) staff training
- To participate in the department selection processes as assigned
- To assist with the department opening and closing processes
- To assist with area opening and closing events/activities per AC/CC direction
- To serve on in-area, department and University committees as assigned
- To attend department and division training sessions
- To facilitate Opt-In sessions in partnership with the office of Community Standards & Civility

Remuneration for Residence Coordinators

- \$5,700 stipend / academic year
- Room and board
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

Traditional Areas

- Residential Communities: Marycrest Complex, Stuart Complex, Marianist Hall, Virginia Kettering Hall, South Quad - Campus South and Garden Apartment
- Primarily first and second year students residing in double-loaded corridors or suite/apartment style housing
- RC lives in a single room with a private bathroom on a floor of residential students
- RC may be responsible for the community building and response to the residents who live on the floor

Student Neighborhood

- Residential Communities: Student Neighborhood (North, College Park, and South), Irving Commons apartments, Plumwood apartments, University Place apartments
- Primarily junior and senior students residing in houses or apartments
- RC lives in a house or apartment in residential community
- Facilitate Flyer Host training
- Partner with community organizations and neighborhood districts to facilitate town hall meetings

For more information, contact:

David Berland
Assistant Director of Residence Life
University of Dayton
937.229.3520
dberland1@udayton.edu

Housing & Residence Life (H&RL)

Residence Coordinator, Global Learning Living Community

Overview of the Global Learning Living Community

The Global Learning Living Community (GLLC) at the University of Dayton seeks to create a shared learning environment for upperclass students interested in cultural diversity and world affairs that develops intercultural competency and sensitivity among its residents through academic inquiry, residential programming, and structured as well as informal dialogue. The Global LLC is a partnership between the Center for International Programs (CIP) and Housing and Residence Life (HRL).

The goals of the Global LLC are to:

- Cultivate intercultural competence and sensitivity among residents
- Educate residents for global citizenship through scholarship and collective inquiry
- Foster relationship development among residents from different cultural backgrounds

The Global LLC is a group of approximately 90 undergraduate students living in four-person apartments.

Position Overview

The RC position for the Global LLC has the unique role of engaging U.S. and international residents in cultural exploration and dialogue in a living environment. The RC is responsible for developing intentional programming which supports the goals of the Global LLC (listed above). This includes planning and leading the annual fall and spring kick-off events and engaging students in dialogue about culture and perspectives. The RC serves as a resource for all residents of the Global LLC, often assisting international residents in navigating the university culture and structure and facilitating communication between residents. The RC meets regularly throughout the year with the Associate Director and/or Program Coordinator for the Center for International Programs and the Resident Director and Community Coordinator for his/her assigned living area.

Preferred Qualifications

- International and/or cross-cultural experience(s)
- Enthusiasm for the process and outcomes of intercultural learning and international education
- Initiative in implementing new programs and/or improving current structures and models
- Ability to confront cultural differences in a sensitive and respectful manner
- Some knowledge of a second language and any diversity training experience is useful
- Capacity to effectively and fully communicate between supervisors in both CIP and HRL

Responsibilities

The Global LLC RC position includes some of the responsibilities of the Residence Coordinator position but with a unique focus on the development of intercultural competence among the residents.

Supervision

The RC for the Global LLC will be supervised by the Resident Director for Caldwell Apartments and the Associate Director and/or Program Coordinator for Campus Engagement in the Center for International Programs (CIP). The RC will establish and maintain professional relationships with the Fellows, as well as staff in the CIP.

Community Development

The Global LLC RC is responsible for fostering an atmosphere which is conducive to cross-cultural dialogue and exploration. The Global LLC RC will involve residents in planning programs that enhance the development of the community. Some responsibilities include:

- Plan and implement a fall and spring retreat
- Build community in the Global LLC through programming and relationship development
- Develop programming that supports the goals and learning outcomes of the Global LLC and implementation of residential curriculum
- Serve as a resource for residents, especially those new to the university
- Facilitate positive roommate relationships through the roommate agreement process and leading conflict resolution
- Coordinate with Global LLC Fellow to establish community standards in accordance with the Living in Community document

Student Conduct

Depending on the residential area to which he/she is assigned, the RC will be expected to confront and document those students who violate University rules and regulations as indicated by the university's Student Standards of Behavior. As directed by his/her RD and CC, the RC will facilitate behavioral hearings with students in order to educate them on University policy and on the ways in which their behavior impacts the community. The RC is also responsible for assigning appropriate consequences, student follow up, and data entry into the University's judicial database.

The Global LLC RC should take special care to communicate with international students the expectations of a U.S. American university.

Crisis Response and Special Coverage

Each RC is required to assist with on-call duty response for the University as directed by the Assistant Dean of Students and Executive Director of Housing and Residence Life. RCs may also be expected to provide additional on-call/duty coverage as assigned for University holidays and weekends including, but not limited to, **opening weekend, Labor Day, Columbus Day, Halloween, Thanksgiving, Martin Luther King Day, Spring Break, St. Patrick's Day, Easter, and closing.**

Counseling

The RC will be expected to establish and maintain a professional relationship with each resident and staff member in his/her residential area. RCs will advise students within the limits of his/her capabilities in academic, social and personal matters. The RC should also be aware of student issues including, but not limited to, homesickness, college adjustment, roommate conflicts, and depression. The RC must also be familiar with university policy in order to direct students to the proper office or official as necessary. The RC must exercise sensitivity, patience, and care when addressing concerns that could adversely affect a student's personal well being.

The Global LLC RC should be conscious of issues among residents resulting from cross-cultural living and should be in communication with his/her supervisors in the case of a cultural conflict within the community.

In addition, the RC is responsible for the following:

- To report any student needs, issues, and areas of concern to his/her RD and the Associate Director (CIP)
- To act as a liaison between students and CIP/HRL
- To report any student emergencies, unusual behavior, and/or long absences to the RD and Associate Director (CIP)
- To participate in Graduate (GALI) and Undergraduate (ULI) staff training
- To participate in ongoing training for the RC for the Global LLC through CIP
- To participate in the department selection processes as assigned
- To assist with the department opening and spring closing processes
- To assist with area opening and closing events/activities per RD direction
- To assist with the Global LLC application process in the spring semester
- To provide transportation with UD vans or arrange transportation for any off campus programs/events for the Global LLC
- To serve on in-area, department and University committees as assigned
- To hold a flexible schedule of 10-15 office hours in the CIP and 10 office hours in HRL, and attend pertinent CIP staff meetings
- To participate in international campus events and programs throughout the year
- To assist with area opening and closing events/activities per AC/CC direction
- To attend department and division training sessions in CIP and HRL (ULI, GALI, International Student Orientation, etc.)
- To facilitate Opt-In sessions in partnership with the office of Community Standards & Civility

Remuneration

- \$5,700 stipend/academic year
- Room and board
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Sangita Gosalia
Associate Director for Campus Engagement, Center for International Programs
University of Dayton
937.229.4907
sgosalia1@udayton.edu

David Berland
Assistant Director of Residence Life
University of Dayton
937.229.3520
dberland1@udayton.edu

Technology Support for HRL (HRL)

Web Development and Reporting

Overview

The Graduate Assistant for Technology Support for HRL contributes to the mission of Housing & Residence Life and the University of Dayton by assisting staff in configuring, gathering and reporting information within our housing management software, maintaining information on the Housing Website and supporting online learning through the creation of modules within Isadore.

This position is a 12 month live-in assignment. The GA for Technology Support will also be a part of the on-call rotation with the department of Housing and Residence Life.

Responsibilities

Housing Management Software

Housing and Residence Life at the University of Dayton utilizes the StarRez software application to manage occupancy, keys, guest policy enforcement and data reporting. The Technology Support for HRL Graduate Assistant will be responsible for maintaining application security, developing and supporting the deployment of dashboard components, building and maintaining reports that are utilized by a variety of department personnel, and assisting in the configuration of the StarRez portal. The GA is expected to have a working knowledge of SQL and Microsoft SQL Server. Experience with a graphical reporting tool is also required.

Website Management

The dissemination of information related to housing policies is facilitated by the department website. The Technology Support for HRL Graduate Assistant will be responsible for using Cascade to update and publish new content. The GA will collaborate with various department contributors to ensure that the information on the website is correct and updated regularly. The GA is expected to have a fundamental understanding of standard principles of web design and coding (html, css, content management systems and exposure to web programming languages like php, .Net, Java, etc...). He/She will also possess an ability to effectively organize and present information via the web using a predetermined design framework and content management system.

Online Learning

The graduate assistant will assist the Special Interest Housing Committee in creating and maintaining online training modules for a variety of topics. This may include editing of simple video presentations, creation of online quizzes, and the management of the Isadore class roster.

Administration

The graduate assistant may be expected to serve in the absence of the Director of Housing Operations on matters related to technology within the department. He/She is expected to complete all paperwork and other duties to ensure effective management of all technology solutions.

Special Coverage

The Technology Support for HRL Graduate Assistant may be expected to provide additional on-call/duty coverage as assigned for University holidays and weekends including, but not limited to, Opening Weekend, Labor Day, Columbus Day, Fall Break, Halloween, Thanksgiving, Martin Luther King Day, President's Day, St. Patrick's Day Spring Break, Easter, and/or Closing.

Remuneration

- \$7,700 Stipend /academic year
- Room and Board
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistant

For more information, contact:

Jim Froehlich
Director of Housing Operations
Housing and Residence Life
937-229-3317
jfroehlich1@udayton.edu

Housing & Residence Life (H&RL)

Guest and Conference Services

Overview

The Graduate Assistant for Guest and Conference Services contributes to the mission of Housing & Residence Life and the University of Dayton by enforcing safety and security practices in the residence halls. Responsibilities include assisting the Operations Manager in selecting, training, supervising, and evaluating Guest Check-in Attendants and Guest Check-In Attendant Supervisors. The Graduate Assistant for Guest and Conference Services will also provide on-site oversight of the guest and visitor registration process.

Beginning September 2014, Housing and Residence Life will assume management of Conference Services. The Graduate Assistant for Guest and Conference Services will assist the Operations in managing the day to day operations of Conference Services, including but not limited to coordinating reservations for conference groups/guests, hiring and training the summer conference staff and liaising with the Center for Student Involvement and other campus partners as necessary.

This position is a 12 month live-in assignment. The person in this position must be able to work evening and weekends, must be detailed-oriented and must demonstrate excellent interpersonal, communication and conflict management skills. This position is also part of the Housing and Residence Life on-call rotation.

Responsibilities

Supervision

The Graduate Assistant for Guest and Conference Services is supervised by the Operations Manager and is expected to attend regularly scheduled meetings with the Operations Manager to receive supervision, updates and important information pertinent to the position. The Graduate Assistant for Guest and Conference Services is expected to understand, adhere to and enforce the policies and procedures set forth in the guest check-in attendant manual and will establish and maintain a professional working relationship with the Guest Check-in attendants and supervisors whom he/she supervises. Other responsibilities include supervising and evaluating the Guest Check-in Attendant staff, documenting and holding accountable staff who fail to adhere to job expectations, enforcing and implementing all security guidelines and procedures, organizing and facilitating regular staff meetings with the Guest Check-in Attendant staff, coordinating Guest Check-in Attendant and supervisor work schedules and filling empty shifts in the Guest Check-in Attendant work schedule.

Selection and Training

The Graduate Assistant for Guest and Conference Services will assist the Operations Manager and the Coordinator for Co-Curricular Learning in coordinating the annual selection and training processes for Guest Check-in Attendants and supervisors. Responsibilities include serving on the selection committee for Guest Check-in Attendants and supervisors, communicating regular updates and training expectations to the Guest Check-in staff, revising and updating the Guest Check-in manual and hiring and training new Guest Check-in Attendants and supervisors hired outside of established hiring periods.

Guest/Visitor Registration

The Graduate Assistant for Guest and Conference Services will collaborate with the Operations Manager, Area Coordinators, Resident Directors, Operations Assistants, Desk Assistants, Guest Check-in Attendants and Guest Check-in Attendant Supervisors to ensure smooth and efficient implementation of the guest/visitor registration process. Responsibilities include assisting the Area Coordinators and Resident Directors in maintaining healthy communication between Resident Assistants, Desk Assistants and Guest Check-in Attendants and supervisors, maintaining appropriate confidentiality regarding the guest/visitor registration process, advocating on behalf of the Guest Check-in Attendants and supervisors through participation on department committees and collaborating with the Operations Manager to assess and improve the overnight guest registration process and the process for the building verification stations.

Conference Services

The Graduate Assistant for Guest and Conference Services will assist the Operations Manager in managing Conference Services. Responsibilities include coordinating and maintaining reservations and applications for existing Conference Services clients, collaborating with the staff in the Center for Student Involvement, Facilities Management, Parking Services and Dining Services to coordinate logistics pertaining to Conference Services and hiring and training Conference Services student staff.

Administration

The Graduate Assistant for Guest and Conference Services may be expected to serve in the absence of the Operations Manager. The Graduate Assistant is expected to complete all paperwork and other duties to ensure effective management of guest and conference services.

Special Coverage

The Graduate Assistant for Guest and Conference Services may be expected to provide additional on-call/duty coverage as assigned for University holidays and weekends including, but not limited to, Opening Weekend, Labor Day, Columbus Day, Fall Break, Halloween, Thanksgiving, Martin Luther King Day, President's Day, St. Patrick's Day Spring Break, Easter, and Closing.

Remuneration

- \$7,700 Stipend /academic year
- Room and Board
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistant

For more information, contact:

Joi Garrett Scales
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University of Dayton
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jgarrettscales1@udayton.edu

New Student Programs (NSP)

New Student Orientation / Family Weekend

Overview

The Graduate Assistant (GA) for New Student Programs at the University of Dayton is responsible for supporting the development, coordination, and implementation of educational programs that enhance first-year and transfer student success, such as New Student Orientation (NSO), Camp Blue, and the Family Weekend program. The position is part-time (20 hours per week/12 months), using the university calendar for professional staff holidays and breaks, though some additional days are given off during student breaks, and is supervised by the Director of New Student Programs.

Responsibilities

The Graduate Assistant (GA) position is a professional assignment. As such, the GA is expected to follow all policies and standards of behavior as outlined in the Student Handbook and must complete all paperwork and perform other duties for NSO as requested. The GA position supports New Student Programs in the following ways:

New Student Orientation

The GA assists the Director and Assistant Director of New Student Programs with the overall management of the department's programs and events for students and their families by:

- Assisting with all aspects of the planning, implementation, and evaluation of the fall and spring orientation programs.
- Helping to develop and implement orientation experiences specific to the student populations that we serve (i.e. International, Commuter, Transfer, Parent and Family, etc.).

Transition Programs (Camp Blue, Weeks of Welcome, and Family Weekend)

The GA plays a key role in the design, implementation, and evaluation of the following transition programs by:

- **Camp Blue**
 - Serving as member of Camp Leadership Team.
 - Managing camp logistics (i.e. publications/website, registration, schedule, location, transportation, etc.).
 - Designing and implementing camp staff training.
- **Weeks of Welcome**
 - Facilitating Weeks of Welcome Partnership Meetings.
 - Designing all publications.
 - Managing the communication plan for the program.
- **Family Weekend**
 - Facilitating Family Weekend Partnership Meetings.
 - Maintaining Family Weekend Schedule.
 - Coordinating donations and sponsorships.

NSO Student Staff Recruitment and Development

The GA manages the student staff recruitment process and assists the Director and Assistant Director of New Student Programs with all aspects of staff training, supervision, and support by:

- Designing, implementing, and evaluating the recruitment and selection process.
- Supporting the growth and development of student coordinators, team leaders, blue crew counselors and orientation leaders to enhance their leadership experience
- Providing secondary supervision to student coordinators, team leaders, blue crew counselors, and orientation leaders
- Planning and implementing student staff training and retreats
- Implementing a plan for consistent, clear communication with student staff and volunteers
- Serving as a liaison between students and the Director and/or Assistant Director of New Student Programs.

Communications

The GA implements the communication plans of the Director and Assistant Director of New Student Programs by:

- Maintaining the department website
- Assisting in creating and carrying out a publicity/marketing plan and editing materials for all office publications.
- Working with Enrollment Management and UDiT maintain all electronic communications (i.e. Porches, FYI channel, etc.).
- Developing and producing communication pieces and information sessions for various internal, university audiences

Preferred Qualifications

Education Background:

- Minimum—Bachelor's degree

Experience:

- Background in student development, customer service, public relations, and/or assessment preferred but not required.
- Experience with social media, website maintenance, and desktop publishing desired but not required.
- Demonstrated experience in working with individuals from diverse backgrounds.

Personal Qualifications:

- Supervisory ability
- Strong interpersonal skills with an emphasis on customer service and staff development
- Ability to organize and communicate multiple priorities and details for simultaneous events
- Show initiative in developing new systems/ideas to benefit the department's programs through better organization, increased use of technology, improved staff development and experience, etc.
- Commitment to diversity

Remuneration

- Competitive stipend
- Hourly rate/summer contract
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Re'Shanda Grace-Bridges
Director of New Student Programs
rgracebridges1@udayton.edu
937-229-2229

Office of Multicultural Affairs (OMA)

Graduate Assistant for Leadership Programs

Overview

The Graduate Assistant (GA) for programming and leadership initiatives within the Office of Multicultural Affairs (OMA) will aid in the creation and execution of a student leadership model, which includes the development of co-curricular experiences that are informed by program assessments. The GA will work closely with student organizations, assist in the facilitation of intercultural learning and engagement opportunities, and coordinate student programming. The graduate assistant is supervised by the Associate Director for the Office of Multicultural Affairs.

Responsibilities

- Primary responsibilities include assisting the Associate Director for Leadership Initiatives in the creation and execution of co-curricular experiences. The GA may also assist other OMA staff members with additional initiatives.
- Work closely with student leaders involved with multicultural student organizations, which includes supporting the ongoing leadership development of students, assisting with the maintenance of an online event calendar and student organization-related files, and scheduling use of the student organization office.
- Perform other duties as assigned by the Assistant Dean/Director of the Office of Multicultural Affairs.
- Co-advise and support Kindred Presidents, a council of multicultural student organization leaders.
- Assist in the coordination of campus- and city-wide programming in recognition of the Rev. Dr. Martin Luther King, Jr.
- Support the Intergroup Dialogue program and assist in facilitating diversity education programs and training sessions.
- Develop co-curricular experiences based on research and program data for the UD student community, which includes direct programming for multicultural students (i.e., African American, Asian American, Latino/Latina/Hispanic, Native American, Pacific Islander, Multiracial). Some evening and weekend events may occur.
- Research current student leadership models in higher education, which includes a focus on the leadership development of multicultural students.
- Create program assessment tools and evaluation forms. Analyze and report the data collected, which includes tabulating responses, summarizing comments from participants, and sharing the results with OMA staff and partners (if applicable).

Minimum Qualifications

Education Background: Minimum—Bachelor's degree; *Experience:* Experience facilitating student development programming and/or other initiatives. Strong verbal and written communication skills. Demonstrated experience working with individuals from diverse backgrounds.

Preferred Qualifications

- Experience coordinating diversity programming.
- Knowledge and experience facilitating diversity training experiences.
- Ability to build rapport with multicultural students (i.e., African American, Asian American, Latino/Latina/Hispanic, Native American, Pacific Islander, Multiracial), which includes appropriately challenging and supporting students.
- Strong administrative and organizational skills, which includes managing multiple priorities and details for concurrent events.
- Demonstrated ability to develop collaborative partnerships with faculty, staff, and community partners.
- Strong interpersonal skills and presentation skills.

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Patty Alvarez, Ph.D., Assistant Dean/Director for Multicultural Affairs
Office of Multicultural Affairs
palvarez1@udayton.edu
(937) 229-3634

Sexual Violence Prevention Education (SVPE)

Education & Programming

Overview

The Graduate Assistant (GA) for Sexual Violence Prevention Education is responsible for supporting the coordination, marketing, and advising of campus-wide programming provided by the Sexual Violence Prevention Education Office. This position primarily involves programming and prevention education and includes various logistical, supportive and administrative tasks. The position is part-time (20 hours per week/10 months) and is supervised by the Coordinator of Sexual Violence Prevention Education.

Responsibilities

- Primary responsibilities include assisting the Sexual Violence Prevention Educator in the creation of sexual violence prevention presentations in accordance with Campus SaVE, VAWA, and Title IX.
- Present programming across campus to increase student awareness of bystander intervention, consent, survivor support, etc.
- Work with Sexual Violence Prevention Educator to implement major University programming initiatives, including Take Back the Night, Green Dot, and outside speakers.
- Collaborate with offices/organizations to improve campus programming on sexual misconduct and understanding University policy.
- Coordinate Consent Day in conjunction with other Sexual Assault Awareness Month programming.
- Co-advise (including selection, evaluation, and training) the Peer Educators and provide guidance in the development of purposeful programs that affect the entire University of Dayton campus.
- Be present at events sponsored by the office
- Research current trends and best practices
- Collect assessment data from participants and assist in sharing the results with staff and collaborators.
- Serve on the Sexual Violence Prevention Advisory Council and the Green Dot Action Team.
- Assist in maintaining the social media networks of the office.
- Expected to work some nights and weekends to better assist with campus programming.
- Other duties as assigned

Professional Development Opportunities

- Serve as an advisor for one or more student organizations
- Support students throughout their healing process as they recover from sexual violence
- Serve on various departmental and divisional committees

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Kristen Altenau, Coordinator of Sexual Violence Prevention Education
Dean of Students Office
kaltenau1@udayton.edu
(937) 229-1217

Student Development (STUDEVO)

Communications and Community Relations

Responsibilities

The communications and community relations graduate assistant will assist in all aspects of marketing and communications, benchmarking and researching, planning and campaigning, designing and implementing, and web site creation and editing as required by the division. The GA will report to the communications and community relations director. They will work creatively and manage multiple projects while meeting deadlines; have the ability to communicate effectively and diplomatically with diverse members of the campus community, including faculty, students, and staff.

Student Development's site is the initial and primary form of communication and information for prospective students and their families, alumni, donors, and external audiences. This position will support Web editing and work with student development's Web management team members. The GA will also be asked to explore social media as a tool to communicate with target audiences in meaningful and engaging ways.

Another task of the GA is to research with other exemplar universities for best practices in undergraduate marketing and communications. This may require web searches, telephone inquiries, or participation in webinars and conferences. Report writing is an essential component of this position and will require summarizing research, and developing briefs, and proposals. In collaboration with the director for communication and community relations, the GA will be instrumental in communicating relevant data and implications to individual units, the division, stakeholders, and community partners.

Additional Responsibilities:

- Assist with graphic design projects, including brochures, flyers, ads and other materials.
- Coordinate the photography process from conception of ideas, to recruiting students and staff, scheduling photography, writing and obtaining releases, editing and distributing images for print and Web.
- Participate in staff meetings, in-services and marketing/communications workshops as requested.
- Serve on divisional and University committees as appointed.
- Other duties as assigned by the director of communications and community relations.

Required Qualifications

- Bachelor's Degree
- Acceptance into a Graduate Program at the University of Dayton
- Broad-based experience with computer applications including Word, Excel and the Adobe creative suite
- Full-time enrollment status

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

Edel Jesse
Director of Communications/Community Relations
ejesse1@udayton.edu
937-229-3497

Student Development (STUDEVO)

Student Leadership Programs

Overview

Under the supervision of the director of Student Leadership Programs, the graduate assistant for student leadership programs will aid in the creation and execution of a comprehensive leadership program. This person is also responsible for maintaining the co-curricular transcript (CCT) process, the leadership programs website, and co-facilitating the UleaD emerging leaders program.

Responsibilities

The graduate assistant for Student Leadership Programs has responsibilities in the following areas:

Administration and Programming

- Maintain check in and out process for the Leadership Training Toolbox and Toolbox Express.
- Maintain CCT process.
- Process student requests for copies of their CCT.
- Co-facilitate and assess an emerging leaders program for students.
- Assist with the creation of the Fall Leadership Conference.
- Assist with the creation of the end of the year Leadership Celebration.
- Assist with the creation of the UD LeaderShape Program.

Communication and Marketing

- Maintain the website for Leadership Programs.
- Create concepts for promotional brochures and published materials for the CCT and leadership programs. Collaborate with the Director of Communications/Community Relations and UD Marketing Services throughout this process.
- Construct communications to demonstrate ways for students to understand how their leadership experience and transferable skills connect to possible and anticipated outcomes.
- Manage Social Media outlets to advertise events and connect the community to leadership programming.

Research and Assessment

- Complete research project in collaboration with the Student Leadership Development Team.
- Create program assessment tools and evaluation. Tabulate responses and summarize comments from participants in a report to be distributed to Student Development and collaborators (if applicable).
- Provide analysis and recommendations for program changes.
- Assist with the collection of data for the Division Annual Report and Strategic Plan.
- Perform other duties as assigned.

Committee Work

- Standing appointment to the Student Leadership Development Team and all subcommittees of the Team
- Standing appointment to the Leadership Consortium.

Additional Information

Education Background: Minimum—Bachelor's degree

Experience: Background in student development, customer service, public relations, and/or assessment preferred but not required. Experience in record keeping desired.

Personal Qualifications

- Supervisory ability
- Strong interpersonal skills with an emphasis on customer service and staff development
- Ability to organize and communicate multiple priorities and details for simultaneous events
- Show initiative in developing new systems/ideas to benefit conference service operations through better organization, increased customer service, improved staff development, etc.
- Commitment to diversity

Remuneration

- Competitive stipend
- Tuition Remission – Up to 24 credit hours, not to exceed \$13,315/academic year
- Health Care: Offered enrollment in University of Dayton health care plan as applicable to Graduate Assistants

For more information, contact:

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