Graduate Assistant for Learning Communities
Job Description

This position reports directly to the Coordinator of Learning Communities for the Office of Housing and Residence Life and will assist with the administration of various aspects of the Learning Communities program.

KNOWLEDGE AND SKILLS

- Basic knowledge of Student Affairs practice, theory, and assessment or enrollment in a related graduate program (preferred).
- Understanding of first year transitional issues and learning communities.
- Ability to work independently and meet multiple task deadlines.
- Ability to establish and maintain effective student, staff, and faculty relationships.
- Understanding of and commitment to a multicultural/diverse campus community.
- Excellent written and oral communication skills.
- Experience using MS Excel including creation of tables and graphs.

SPECIFIC RESPONSIBILITIES

Community Mentor Training & Supervision (60% of Role Responsibility)

- Meet and communicate regularly with the Community Mentors (individually) to evaluate work performance and support program needs.
- Meet and communicate regularly with assigned Community Mentors as a staff to share departmental updates and needs and gather input from CM’s as needed.
- Assist with the bi-weekly posting and approval of payroll hours completed by each Community Mentor. Monitor the reported hours for accuracy and fairness for both the Community Mentor and the department.
- Assist with the training of Community Mentors (upper division students working directly with the learning communities) during the fall and spring semesters.
- Work in conjunction with the Coordinator of Learning Communities to provide assessment of Community Mentors’ work performance twice a year.
- Assist with hiring and payroll paperwork required for Community Mentors; ensure that FERPA, Sexual Harassment, CERT, and Information Securities Essential Trainings are completed on-line during first 30 days of fall employment. Additional trainings required include My Student body and Kognito.

Data Management (20% of Role Responsibility)

- Assist with the creation and ongoing monitoring of attendance rosters by each RLC to be used for retention tracking of RLC students based upon program participation.
- Oversee and monitor the use of the RLC Programming Database by Community Mentors for tracking various programs offered to RLC students throughout the semesters; ensure that the CM’s are meeting their programming requirements on a semester-by-semester basis.
- Work with the Community Mentors to “clean up” their rosters to accurately reflect their true student cohort in preparation for the 21 day count and cohort freeze each fall.
- In support of university goals, monitor Beacon (online database) for the completion of Freshman Outreach meetings and ongoing individual meetings conducted and recorded by the Community Mentors throughout the academic year.
- Become familiar with StarRez and People Soft as data sources as they pertain to Learning Community
students.

**Professional Development / Training / Presentations (10% of Role Responsibility)**

- Participate in ongoing professional development and trainings opportunities throughout the year through attendance at Hall Leadership meetings, Professional Development presentations, Pro-Staff and RA Training.
- Serve on a Residence Life committee annually.
- Prepare presentations, as requested, regarding Learning Communities for Foundations, RA Training, CM Training, and the LC Advisory Council.
- Attend centralized RA trainings and socials/events in addition to departmental events throughout the academic year when required by your supervisor.

**Assessment (5% of Role Responsibility)**

- Assist in promoting assessment instruments used for gathering data from learning community members with the Community Mentors and students. Examples include the Quality of Life Survey, LC Survey, Freshmen Outreach Profiles, and any other university-wide assessment instrument utilized.
- Assist program coordinator with establishing the criteria/practice for measuring learning outcomes and student satisfaction including development and administration of surveys.
- Monitor learning outcomes as identified by each LC to see if goals are being met through CM programming.

**Other Job Responsibilities (5% of Role Responsibility)**

- Monitor the Learning Communities website on an ongoing basis for any additions and/or updates.
- Support any rules or regulations in place by the department including assisting with addressing student conduct issues and/or assisting with emergency procedures as needed.

**TERMS OF EMPLOYMENT**

**Enrollment:** Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU. As a condition for retention in the role, the Graduate Assistant must remain in good academic standing, which includes the following: 1) maintaining a minimum semester and cumulative GPA of 3.00, 2) no grades of C or below, and 3) completion, each semester, of a minimum/maximum of nine (9) credit hours in Fall or Spring semesters which apply towards graduation.

**Period of employment:** Employment begins approximately mid-July and runs through the end of the spring semester of the same academic year. All Graduate Assistants are hired under a provisional contract that carries a probationary period of one semester during which employment status will be reviewed. It is encouraged that GA candidates view the assistantship as a 2 year commitment.

**Work Hours:** The Graduate Assistant will work approximately 20 hours per week including evening and weekend commitments in addition to regularly scheduled office hours. Graduate Assistants may not accept other employment during the contract period.

**Remuneration:** A stipend of $9,489 for a 9 ½ month contract (summer employment upon availability), student health care plan, furnished on-campus apartment, and meal plan, 100% tuition remission-fees not covered. The Graduate Assistant is obligated to adhere to the policies of their residential community, the Office of Residence Life, and Northern Arizona University.