The Graduate Assistant for Staff and Community Development role is a 9 ½-month, part-time position that reports directly to the Coordinator for Staff and Community Development and will assist in the development and implementation of training and community initiatives related to training and development.

**KNOWLEDGE AND SKILLS**

- Excellent oral and written communication skills.
- Outstanding organization skills.
- Ability to work independently and meet multiple task deadlines.
- Ability to establish and maintain effective student and staff relationships.
- Understanding of and commitment to a multicultural/diverse campus community.
- Awareness of residence hall experiences and practices surrounding training and programming.
- Awareness of and commitment to the mission of Housing and Residence Life and Northern Arizona University.

**QUALIFICATIONS**

Bachelor's degree, residence hall experience, and acceptance into an NAU graduate program, preferably the Counseling with an emphasis in Student Affairs program.

**GENERAL AND ADMINISTRATIVE RESPONSIBILITIES**

- Management of daily administrative processes.
- Participate in a variety of weekly meetings including departmental professional development meetings, departmental business meetings, supervisory and committee meetings.
- Develop positive working relationships with other departments.
- When supported by the Coordinator of Staff and Community Development, this role may also be given the opportunity to hear student conduct cases on behalf of Housing and Residence Life and to serve in shared on-call coverage for campus, including weekend and holiday coverage; these are not requirements of the position.
- Other projects and duties as assigned by supervisor.

**SPECIFIC RESPONSIBILITIES**

**COMMUNITY DEVELOPMENT CENTER MANAGEMENT & SUPERVISION**

- Manage the daily operations of the Community Development Center (CDC) which provides programming and community resources to residence hall leaders.
- Hire, supervise, train and evaluate staff of Community Development Assistants (CDA) who is responsible for staffing the CDC.
- Complete payroll for CDA staff regularly.
- Work with CDA staff to monitor the use of resources and replenishment of supplies for the CDC.
- Administer and monitor CDC budget and purchasing decisions.
STAFF TRAINING AND DEVELOPMENT RESPONSIBILITIES

- Under the direction of the Coordinator of Staff & Community Development, develop and implement professional staff, graduate staff, and paraprofessional staff training. This may include paraprofessional training, graduate and fulltime staff trainings and professional development presentations.
- Development of resource and instructional materials for training, assessment of staff training and implementation of feedback to continually improve and enhance these efforts.
- This role may also be given the opportunity to serve as an instructor for EPS 406: The Resident Assistant Pre-Service Training Course.

PROMOTION OF THE SOCIAL INTEGRATION AND DEVELOPMENT OF RESIDENTIAL STUDENTS AND COMMUNITIES

- Utilize information collected through Community Activity Reports to identify trends in programming and where additional resources can be provided.
- Support of Active and Passive Educational Programming in the halls based on the MoDL.
- Create Passive and Active Programming Resources available through the Community Development Center (CDC) and electronic modalities.
- Active collaboration with Institutional and Divisional entities related to educational topics.
- Promote the involvement of NAU faculty/staff in developing programming.
- Assist in the coordination of on-going recognition of hall staff’s community building efforts.
- Serve as a resource for RAs and RHDs related to community building efforts in their specific halls and any campus-wide efforts.

PROMOTION AND DEMONSTRATION OF DEPARTMENTAL COMMITMENT TO DIVERSITY

- Demonstrate personal and professional commitment to diversity.
- Serve as a partner to campus entities related to diversity initiatives and programs.
- Work to provide passive and active educational opportunities for residential students on diversity related topics in alignment with the departmental Community Building MoDL.
- Provide new and updated Community Development Center resources on diversity education.

DEVELOPMENT OF LARGE SCALE PROGRAMS TO ENLIVEN THE RESIDENTIAL COMMUNITY

- Provide leadership for the implementation of campus-wide events based on departmental need.
- Assist in the tracking of events and subsequent planning and strategizing of campus-wide events as a result of themes and trends seen in the data.