JOB TITLE: Graduate Assistant for Housing (GAH)

JOB SUMMARY:
The Graduate Assistant of Housing (GAH) holds a 25-30 hour/week appointment with Housing and Residential Education, and must be enrolled in the Higher Education Master’s Degree Program. The GAH shares in the responsibility for the operations of all residence halls and the on-campus apartment’s community. The GAH assists in creating an environment which promotes academic success, personal development, and inclusive communities with an emphasis on social justice education. GAH will be directly supervised by the Director of Housing and will share responsibility for administration in the Housing Department.

REQUIRED QUALIFICATIONS:
1. Candidates must have an earned Bachelor’s degree and admission/enrollment in the University of Denver Higher Education program, College Student Development track
2. A demonstrated commitment to diversity and social justice.
3. Excellent organizational, planning, interpersonal and communications skills
4. Ability to work independently and as a team member
5. A genuine interest and satisfaction in working with students, faculty and staff

Preferred Qualifications
1. Preference will be given to first year students, but all students enrolled in the College Student Development track are welcome and encouraged to apply.
2. Interest, desire and/or experience in the field of housing and residential education or student affairs.
3. An ability and willingness to apply student development theory and concepts in an advising role.

ESSENTIAL DUTIES AND REQUIREMENTS (Include but are not limited to):
1. Administrative
   • Handle paperwork and communication regarding assignments associated with the contract release process.
   • Hold approximately 10 posted office hours per week in addition to supervision meetings, trainings and departmental meetings.
   • Coordinate contract release process. The GAH will be responsible for meeting with students in the beginning of the process to explain what steps the student will need to take in the process. The GAH will then organize the paperwork and pass it on to the appropriate departments and report the results to the Assistant Director of Occupancy.
   • Help coordinate and assist in the important housing processes: room selection, opening &
closing, and winter break desk procedures

2. **Supervision**
   - Direct supervision of student staff Desk Managers.
   - Supervise student desk staff and resident assistants during the winter break.
   - Create, implement and assess training for Desk Managers during the fall and winter quarters.
   - Follow all policies and procedures appropriately.
   - Assist, address and follow up on desk staff concerns in a timely manner.
   - Facilitate weekly one-on-one meetings with Desk Managers and Desk Manager team meetings.

3. **Programming and Advising**
   - Coordinate evaluations of programs, and maintain program budgets.
   - Possible advisement of NHRR or RHA in collaboration with other staff members.

4. **Facility Management**
   - Weekly follow-ups with Desk Managers about facilities/custodial/maintenance/lock shop related to building issues.
   - Work closely with Assistant Director of Operations to report and track concerns.

5. **Departmental Duties**
   - Attend departmental meetings, assists in developing departmental goals and objectives, and serve on one departmental development team.
   - Be involved in all activities related to student staff selection and training as well as professional staff selection and training.
   - Serve on weekly Administrator-on-call (AOC) duty rotation for DU students. The AOC must remain close to campus and can be reached 24 hours a day in order to respond to emergencies and/or requests for assistance. Follow designated procedures when consulting with Senior Administrator-on-Call.
   - Collaborate with other departments and offices on campus.
   - Actively commit personally and professionally to diversity, multiculturalism and social justice initiatives brought forth by HRE and the DU community.
   - Demonstrate an on-going commitment to the principles of multiculturalism and diversity through hiring practices, training and development programming campus collaborations, or involvement and participation in university/divisional multiculturalism and diversity projects or initiatives.

6. **Professional Development**
   - Participate in professional staff training in early August before students arrive for fall quarter.
   - Participate in various retreats and professional development discussions that occur throughout the academic year.

7. **Requirements**
   - Be enrolled and maintain good academic standing in College Student Development Higher Education program throughout the course of employment.
   - No other employment may be held during duration of the GAH contract without prior permission from supervisor.
• Breaks (winter, spring and summer) will require GAH presence on campus and/or involvement with committee tasks and other responsibilities. Time off during these breaks is at the discretion of your supervisor.
• Follow all University of Denver policies and procedures appropriately.
• Work an average of 25-30 hours/week; The GAH position is 12-month contract starting August 1st.

COMPENSATION:
• Tuition waiver covering classes required for the Student Development track of the Higher Education Master’s Degree Program (an average of 8 per quarter).
• Stipend of $11,500 paid in ten monthly installments.
• GAH’s will have a $10.00 per hour compensation for winter break months (during winter break) and summer months (June-August).
• Allocation for professional development of $250 (conference attendance, travel, etc.).
• Meal plan while school is in session (does not include break periods).
• Student health insurance for students starting the academic program in the fall quarter and maintaining enrollment throughout the academic year.
• Furnished one-bedroom apartment in an on-campus space with all utilities, cable, and internet service paid. The apartment is free of charge during the twelve months of employment.