Position Title: GA for Leadership Development and Engagement  
Location: Residential Education  
Position Type: Graduate Assistantship

Housing & Residential Life (Housing), a self-funded auxiliary housed within Campus Life at the University of Arizona, operates 23 dorms and 1 graduate apartment complex that house over 7,800 students annually on the University of Arizona Main Campus. More than 80% of on-campus residents are first-year students. Our dorms range in style from historic to modern and range in size from 60 to 1000 residents. While the University does not require students to live on campus, more than 70% of all incoming first-year students choose to live in UA housing to help their transition to university life.

Housing & Residential Life plays a critical role in achieving institutional and divisional goals. We are proud of the supportive environment we provide our students, our vibrant academic partnerships and our high-quality facilities.

Our Mission: Helping Students Build a Foundation for Success  
Our Core Values:
- **Excellence** - Excellence is performing at an extraordinary level and exceeding expectations  
- **Respect** - Respect is treating others courteously and professionally in all situations; valuing and honoring diversity in others; being honest, direct, and courteous in all communications and loyal to all, including those not present  
- **Integrity** - Integrity is doing the right thing, being honest with oneself and others, being authentic, and being transparent in intent  
- **Caring** - Caring is being welcoming, kind, compassionate, and willing to help others; showing concern for a person’s needs; listening more and talking less

Graduate Assistants appointed in the Fall and/or Spring semesters will receive:
- Tuition Remission (a reduction in the tuition amount that is charged to the student and dependent on FTE, enrollment and dates of appointment contract. Tuition rates for nonresident GAs will be automatically recalculated at the resident rate (GA Reduced Tuition)  
- Health Insurance, with a premium due per semester  
- Family Medical Leave under certain circumstances  
- GA Parental Leave (up to 6 weeks)  
- UA Bookstore discount  
- Deferment Plan

For more details on Graduate benefits go to: [https://grad.arizona.edu/funding/ga/benefits-appointment](https://grad.arizona.edu/funding/ga/benefits-appointment)

POSITION SUMMARY:
This is a live-in graduate assistantship reporting to the Coordinator of Leadership Development and Engagement. The Graduate Assistant for Leadership Development and Engagement plays an integral role in Housing & Residential Life and their primary goal is to support the social, developmental and leadership needs of residents on campus. The GA will accomplish this through working with the administration, implementation, and assessment of campus wide programming in the halls and throughout campus. This includes collaborating with the Coordinator of Leadership Development in the management of Cats After Dark, a late-night campus programming committee. This position also assists with advising the National Residence Hall Honorary (NRHH). Position may require driving University vehicles and/or golf carts.

This is a 10-month, 20 hour a week position, with regular evening and weekend commitments. The GA receives a salary for the duration of the contract period.
DUTIES AND RESPONSIBILITIES:

Programming Oversight
- Coordinate a programming calendar for the Housing Department
- Work with Coordinator of Leadership Development and engagement to manage Cats After Dark, collaborating with campus partners and Housing staff to put on regular campus events
- Contribute to the planning, marketing, risk management, resources, and execution of Cats After Dark events
- Serve as resource to residence hall staff with their programming efforts
- Oversee Cats After Dark student programmers
- Oversee Cats After Dark sponsorship program

Advising
- Serve as the primary advisor for NRHH
- Meet regularly with NRHH Executive Board members
- Attend all NRHH executive board meetings and chapter meetings
- Support all NRHH events
- Attend student conferences and retreats

Supervision
- Supervise Cats After Dark Office Assistants
- Hold weekly Cats After Dark team meetings

General Responsibilities:
- Assist in conducting research, benchmarking, and assessment activities to evaluate effectiveness of programs and leadership opportunities for the residents
- Attend weekly 1:1s with the Coordinator for Leadership Development and Engagement
- Maintain office presence to productively work with colleagues and students
- Participate in scheduled departmental meetings, trainings and professional development opportunities as directed
- Provide training for residential education staff including but not limited to RAs, Graduate Community Directors and Community Directors
- Assist with August summer move-in activities
- Perform related duties as assigned to meet Housing & Residential Life and University goals and objectives

MINIMUM QUALIFICATIONS:
- Bachelor’s Degree
- Acceptance to a University of Arizona graduate degree program. Candidates accepted into the Higher Education master program given priority. Students enrolled solely in Certificate or non-degree seeking programs are not eligible for GA appointments. Law, Medicine and Pharmacy (PharmD) students are not eligible for GA positions unless concurrently enrolled in a regular graduate degree-seeking program
- Minimum GPA of 3.0 (If a student is newly admitted, the admission GPA is considered for this requirement. A student must also maintain a minimum GPA of 3.0 during their appointment.)
- Enrolled in at least 6 graduate level units
- Experience working in residence life or related area
- Experience working with culturally diverse populations
- Ability to participate as a positive team player
• Skills necessary to respond to internal and external constituents needs in a timely, accurate and professional manner.

PREFERRED QUALIFICATIONS:
• Knowledge and understanding of diversity and an ability to work with a wide variety of people while recognizing the needs of underrepresented groups
• Communication skills, including interpersonal communication, writing, public speaking and presenting, teaching and instruction
• Experience developing and implementing events/programs
• Ability to act as a liaison between campus administration and students
• Basic knowledge of advising and motivating student groups
• Knowledge of campus resources
• Ability to set goals and strive for continuous improvement

SUPPLEMENTAL REQUIREMENTS:
• Housing & Residential Life is a security sensitive department and this position requires a fingerprint criminal background check
• Motor Vehicle Division check