Position Title: Graduate Resident Assistant (GRA)
Location: Housing & Residential Life: Residential Education
Position Type: Student Employment

WHO WE ARE

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 8,000 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.

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

Be part of our exceptional student staff and receive hands-on experience, while working in a fun, diverse, inclusive and safe environment. We strive to coach, teach, and mentor all of our students to become successful in and outside the classroom. Studies prove that students with campus jobs tend to perform better in school and have a higher potential for finding employment after graduation.

In Housing & Residential Life, we know that students’ first priority is to learn. We understand the stress of midterms and final exams. We not only teach student employees leadership and time management, but we are also very flexible when it comes to working around your class and exam schedule.

BASIC FUNCTION AND RESPONSIBILITY:

Graduate Resident Assistants (GRA) serve in a required live-in position to assist in the day-to-day operations and develop an inclusive living learning environment for residents of La Aldea Graduate Housing. The GRA position is an essential position which requires interaction (physical and/or virtual) with residents. This is a 12-month position from June 1, 2022 – May 31, 2023. Hours will vary and include night and weekend hours.

GRAs may hold another on-campus job as their individual FTE allows, with the approval of their supervisor. GRA positions are one-year academic appointments. Current GRAs must re-apply each academic year to be considered for a GRA position.
CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Community and Individual Development

- Create a positive and welcoming environment for all residents.
  - Maintain an atmosphere conducive to academic focus, self-discipline, and student success.
  - Build relationships (individually and in groups) with residents by being visible and available.
- Work with campus and community partners through the creation and implementation of programs.
- Encourage residents to be active participants in their dorm communities and the greater UA community.
- Stay informed of resident concerns, serve as an advocate, and report concerns to a supervisor in a timely manner.
- Develop, implement, and execute activities, late night programming, and learning initiatives for residents as a part of the Arizona Residential Curriculum: Wildcat Living.
- Must be knowledgeable of and follow University and departmental policies and procedures; and help residents to understand these policies and procedures.

Commitment to Diversity and Inclusion

- Conduct yourself in an honest, conscientious, courteous, and professional manner at all times, showing respect for persons of all backgrounds, races, sexual or affectional orientation, gender identity, religion, abilities, etc.
- Serve as an ally and advocate for students within the residence halls.
- Appropriately confront students who are not showing respect for all people.
- Report inappropriate behavior to a supervisor in a timely manner.

Decision Making and Critical Thinking

- Adhere to University policies and departmental procedures, guidelines, as well as all local, state, and federal laws.
- Support, communicate, confront, enforce, and document violations of University and departmental policies.
- Assist residents in concerns that may arise and provide referrals to resources when appropriate.
- Participate in the on-call duty rotation, on primarily evenings and weekends, for specific buildings.
  - Be able to effectively respond to emergencies and problems, including maintenance issues.
  - Complete administrative duties such as writing and submitting of Incident Reports, Clery Reports, etc.

Administrative Duties & University-Wide Support

- Fulfill a variety of administrative responsibilities in a timely manner.
- Assist in La Aldea Front Office desk operations.
- Accept, sort, and distribute of U.S. and Campus Mail and other packages and parcels delivered to the desk per established guidelines and policies.
- Participate in weekly staff meetings, meetings with supervisor, training workshops, and other departmental communication.
- Be present and assist with resident check-ins the building in August and check-outs the building in May and June, and at semester and extended break periods.
- Assist in maintaining an acceptable level of appearance of the interior/exterior of the building and grounds.
- Assist in recruitment and selection of new student and professional staff.
- Perform other duties as assigned.
Interpersonal Skills and Leadership

- Be a positive role model by promoting an environment that encourages consideration, academic success, privacy, cooperation, and community development.
- Develop and maintain appropriate personal connections with residents utilizing early intervention tools.
- Communicate effectively and create collaborative and positive relationships with campus and community partners, staff team, staff within Housing and Residential Life, and residents.
- Serve as a mediator and address conflicts when necessary.
- Empower residents to make healthy decisions in all aspects of wellness by being a resource and a role model.

Supervision Received

General supervision is received from Program Manager or another designated official.

REQUIREMENTS:

- Must be current University of Arizona full-time Graduate student and had completed at least 4 semesters as a full-time college student.
- Must have and maintain a minimum cumulative GPA of 2.5 at the time of hiring and during the term of employment.
  - For each semester of employment, GRAs must achieve a minimum of 2.5 semester GPA.
- Must be in good conduct standing with the University.
- Must attend summer training (June 2022), and spring training (Mid-January 2023).
- During periods where a GRA is concurrently enrolled and holds a Graduate Assistantship in another department, total on-campus appointment may not exceed 26.4 hours per week (0.66 FTE). If a student holds a Graduate Assistantship of .50 FTE, their GRA position is considered .16 FTE. International GAs on F-1 or J-1 visas are subject to additional restriction: their appointment may not exceed 20 hours per week (0.50 FTE) while they are concurrently enrolled. If an international student holds a Graduate Assistantship of .33 FTE, their GRA position is considered .17 FTE. https://grad.arizona.edu/funding/ga/appointment-periods-and-fte-information.
- I must notify supervisor if I accept any on-campus employment (including Graduate Assistantship with another department).
- Demonstrate the following qualifications:
  - Excellent verbal and written communication and organization skills.
  - Ability to effectively work with a diverse population and adjust to challenging situations.
  - Reasonable experience in using computers; including Word, Excel, and e-mail.
  - Ability to show responsibility for own time-management.

SUPPLEMENTAL REQUIREMENTS:

- Housing & Residential Life is a security sensitive department and this position requires a finger-print criminal background check
- Motor Vehicle Division check

COMPENSATION AND HOUSING:

A. You are assigned a two-bedroom fully furnished apartment in La Aldea Graduate Housing rent-free as part of your compensation.
B. You will receive a meal plan as another part of your compensation.
  a. You will receive a total amount of $1,500 in Meal Plan and/or CatCa$h funds on your start date and at the beginning of the Spring semester.
b. If you do not spend all your meal plan/ CatCa$h prior to ending your GRA role that amount leftover will rollover into the next academic year. If there’s any meal plan/ CatCash left at the time you are no longer a student at the UArizona those funds will be lost.

c. Meal plan/ CatCa$h cannot be reimbursed as a monetary value.

d. If you leave or are removed from the position at any time during a semester, all components of your meal plan and CatCa$h will be prorated. Prorated means that the total amount of the meal plan compensation is divided by the number of working days a semester to calculate a daily rate. If you leave or are removed from your position, the daily rate is multiplied by the number of days worked to identify the amount of meal plan money that should have been spent by that time. You must pay back to Housing any amount of your meal plan that you have spent beyond this amount. We recommend that meal plan is spent with this in mind to avoid having to pay back any amount.

C. The value of your room and board will be reported to Financial Aid and may impact your overall financial aid package.