

HOUSING AND DINING SERVICES

Residence Education and Leadership Graduate Assistant

The Residence Education and Leadership Graduate Assistant position consists of an unique combination of activities at Colorado State University. Primary areas of responsibility include program development and implementation, group facilitation, student leadership, training, collaboration with faculty and staff from other departments, representation of the University and Department to public entities, research, and assessment.

The Residence Education and Leadership Graduate Assistant is an integral member of the Residence Life staff. The specific areas of focus include the following: coordination of campus-wide initiatives, collaboration with other offices and departments, designing and implementing training and recognition for leadership groups in Residence Life (such as RHA, NRHH and Hall Leadership Groups), learning community research and assessment, assisting on the coordination of Student Staff Training and outreach to aid in the development of Residential Learning Communities and Themed Programs at Colorado State University.

Primary Responsibilities:

- A. Residential Learning Community and Academic Initiative Program Development -
 - a. implement a campus-wide faculty involvement initiatives, *CSU Meet & Greet*, recruit faculty and staff; train Resident Assistants; prepare resource materials and other duties as needed.
 - b. support the implementation of *Taking Stock at Mid-Semester* and *Early Grade Feedback*, two annual retention programs, including training staff, assisting with the administrative paperwork, maintaining consistent communication with Center for Advising and Student Achievement (CASA) partners and in-hall staff, and assessing the program.
 - c. facilitate Academic & Study Skills Workshops for residence hall program in coordination with TILT.
 - d. plan RLC retreats for communities attending Pingree Park and other local retreat locations.
 - e. initiate connection with faculty and staff advisors through the Residential Learning Community Advisory Board (RLCAB) meetings and other RLC academic partner activities.
 - f. participate in enhancing mission, visions, and goals of existing Residential Learning Communities and Themed Programs through active programming and involvement with each community.
 - g. Work as a consultant to specific residential learning communities to further enhance the programmatic goals and learning outcomes of the community.
 - h. Participate as a member of the Residence Education team reaching out to staff and faculty to best meet the needs of residential students.

- B. Administration and Marketing –
 - a. oversee the proposal and application process of the Residence Education Mini Grant Fund process. In addition, provide consultation to applicants of the mini-grant.
 - b. assist with marketing, web editing, and development of brochures for the Residential Learning Communities and Themed Programs.
 - c. create and distribute the Residence Education Newsletter to the Residence Life Team, Housing and Dining Services staff, and our RLC academic partners.
 - d. coordinate the Residential Learning Community Fair for Resident Assistant candidates to further educate candidates regarding RLC opportunities.

C. Leadership -:

- a. support/advise student leaders on an individual basis on projects and programs.
- b. work with the Assistant Director for Student Leadership (ADSL) to design and deliver appropriate training for different student leader groups and advisors.
- c. participate on the Residence Life Recognition Committee in the planning and implementing of a yearlong recognition program, and End of the Year Awards Ceremony for student leaders and staff.
- d. create and facilitate presentations on leadership opportunities to new students and new staff at appropriate orientations and trainings.
- e. collaborate with Residence Life staff when needed on leadership initiatives, communicate to them effectively on leadership developments, and maintain positive relationships
- f. contribute to the development of Student Staff Training for all student leadership positions within Residence Life (RAs, RHA, NRHH, GUIDE Paraprofessionals, Desk Staff, etc)

D. Residence Life -

- a. attend and participate in training sessions to build relationships with hall staff.
- b. attend Residence Life Team Meetings representing the Residence Education and Leadership area.
- c. maintain consistent office hours, dedicating approximately 25 hours a week to this position.
- d. demonstrate the desire and commitment to working with a multicultural community of students and staff and issues of campus diversity.
- e. support the goals and values of Housing and Dining Services by personal example (role modeling).
- f. teach the RA Class.

E. Assessment:

- a. conduct assessment of current Residential Learning Communities and Themed Programs utilizing a variety of methods.
- b. collaborate with Residential Learning Community Academic Partners and Residence Life Staff to develop intended outcomes and measure progress toward achieving goals related to Residential Learning Communities and Themed Programs.
- c. research national best practices related to faculty involvement in residence halls.

Desired Qualifications:

- Must be a graduate student currently enrolled at Colorado State University
- Excellent Communication skills (oral and written).
- Ability to work well within a team atmosphere.
- Demonstrated commitment to diversity and social justice.

Preferred Experiences:

- Residence Hall experience (RA, residence hall leaders, participation in learning community)
- Effective community development and programming experience.
- Experience with Residence Hall Association (RHA) and/or National Residence Hall Honorary (NRHH)

Selection Procedure

Individuals will be chosen following regular graduate assistantship placement, based on the SAHE selection process. Those interested in applying should submit application materials through the process outline on the SAHE website. Any positions not filed by SAHE students will be open to other graduate programs.

Terms of Employment:

Hours per week: 25

Residence Education - 15 hours

Residential Leadership - 10 hours

Months per year: 9 months with potential summer work if desired
Starting date: July 2012
Ending date: May 2013

Remuneration:

Stipend: TBA
Tuition: Full tuition waiver first year in Residence Life; in-state tuition waiver second year and partial meal plan

Office Location:

Office is shared location with the GUIDE Graduate Assistants in 113 Palmer Center

Supervisors:

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