# GA APPLICATION INSTRUCTIONS 2015-2016

## Application...

Please submit a **professional resume and cover letter** with your completed application to the Residence Life Office, 323 Egan Hall, or by email to: [mgrasso@mercyhurst.edu](mailto:mgrasso@mercyhurst.edu).

Review of applications will begin on April 23, 2015. Applications will be accepted until the position is filled.

## Requirements to apply...

Successful candidates will:

- Have received a minimum of a Bachelor's degree
- Have a cumulative GPA of at least 3.0
- Be in good disciplinary standing with the University
- Be available to work for the entire academic year (August through May)

## Compensation...

**Hall Directors:**

- $9,000 Stipend (10 month contract), Tuition waiver, & Furnished on-campus apartment

**Night Desk Workers:**

- Hourly wage of $11.25 for 24 hours per week (up to $9,000)

## Selection Schedule & Process...

| April 1 – April 23 | Complete & Submit Your Application – Review of applications will begin on Thursday, April 23 and continue until the position is filled. Incomplete applications will not be considered. All information in your completed application will be verified by the Residence Life & Student Conduct Office. Candidates will be notified through the email provided on their application regarding their status in the application process, and if they are invited to an interview. Interviews will last approximately 30 minutes and will be conducted by members of the Residence Life & Student Conduct Office. Applicants will receive a decision letter delivered to the email address provided on the application. Hired applicants will also receive a job contract, which must be completed and returned within two weeks of the employment offer to confirm their acceptance of the position. All job offers are contingent upon acceptance into a Graduate Degree or Post-Baccalaureate program at Mercyhurst University. |

## Questions?

For additional information or questions contact:

- Michael Grasso [mgrasso@mercyhurst.edu](mailto:mgrasso@mercyhurst.edu)
- Rhina Duquela [rduquela@mercyhurst.edu](mailto:rduquela@mercyhurst.edu)

## Important Reminder...

You have officially begun the GA selection process. Please be mindful that a violation of the Student Conduct Code or conduct which, in the opinion of the selection team, jeopardizes your ability to serve as a role model, may impact your eligibility for this position.
Night Desk Worker Job Description

Night desk workers are hourly staff members, generally graduate students, who monitor the front desks of Baldwin, McAuley, and Warde Halls between 12:00 midnight and 8:00 a.m. Night Desk Workers enhance security, provide residents with information about the University and larger community, register guests, answer phones, and monitor the lobby areas. Night desk workers are responsible for reporting problems or concerns to the Resident Assistants, Hall Directors, or Assistant Directors of Residence Life and Student Conduct.

The compensation is an hourly wage of $11.25 for 24 hours per week (for a maximum of up to $9,000 during the academic year).

Hall Director Job Description

Hall Directors are live-in staff members who provide an adult presence in the Freshman and Sophomore Areas. Traditionally, Hall Directors are graduate students who are aspiring to become professionals in the field of Student Affairs and/or Residence Life. Hall Directors are under the direction of the Assistant Director who oversees the Freshman or Sophomore Area. The Hall Director assists the Assistant Director with implementation and evaluation of residence hall programs, supervision of undergraduate staff within each building, and with adjudication of violations of the Student Code of Conduct.

Eligibility

All applicants for the Hall Director position with the Residence Life Office at Mercyhurst University must have received a minimum of a Bachelor’s degree from a four year institution and must be enrolled as a full-time student in a Mercyhurst graduate or Post-Baccalaureate program while employed.

Preference for Hall Director positions will be given to applicants with experience as a Resident Assistant (RA) and/or with a Residence Hall Association. Other undergraduate experience or involvement with programming and student groups will be considered.

Candidates must be available to work for the entire academic year (August through May).

Candidates must be available during normal business hours for weekly staff meetings, office hours, and conduct meetings. Candidates in an education program that requires student teaching will be required to resign their Hall Director position during the term they are student teaching (positions will not be held during this time).

Compensation

The compensation and benefits package for the Hall Director position includes the following:

- Full tuition waiver
- Stipend of $9,000 per year (10-month contract)
- Furnished on-campus apartment within an assigned residence hall. (All utilities, local telephone, cable and internet service are provided.)
- Opportunities for summer employment

Job Duties

As an integral member of the Residence Life team, Hall Directors are an employee of the University who work to facilitate an environment that will contribute to the holistic development of residents. Specifically, Hall Directors are expected to:
Supervision
- Conduct weekly staff meetings with Resident Assistants.
- Schedule RA staff for duty coverage including week days, weekends, and breaks.
- Hold staff members accountable for actions by evaluating job performance.
- Assist in staff selection and training.
- Provide advice and support to RAs dealing with difficult situations.

Hall Programming
- Direct, support, and participate in RA programming efforts.
- Work with RAs to assess student needs and develop programming goals to meet identified needs.
- Be visible, accessible, and available to the residents and staff in your area.
- Work with staff and residents to develop community in residence halls.

Administrative
- Maintain weekly office hours in the Residence Life Office.
- Inform the Assistant Director or the Residence Life Office of problems or unusual situations within their areas.
- Complete paperwork (Room Condition Reports, Weekly Reports, Taxi Vouchers, etc.) in a timely manner.
- Attend all staff meetings and individual meetings with Assistant Director and Residence Life Staff.
- Counsel students within the limits of his/her ability, referring students with academic, health, and personal problems to the Assistant Director or to another appropriate office.
- Serve within an on-call duty rotation as the first on-site responder following incident response protocol.

Policy Enforcement
- Help to interpret and explain the Mercyhurst University mission, philosophy, policies, expectations, and regulations to students.
- Encourage residents to behave responsibly and to address problems on a peer-to-peer level.
- Assist in the adjudication of violations of the Student Conduct Code.
- Assign sanctions for violations of the Student Conduct Code.
- Assist RAs with confrontational situations.

Building Management
- Assume responsibility for monitoring the condition of facilities.
- Initiate work orders for repairs.
- Inspect the building during hall openings and closings and throughout year.
- Perform all other duties as assigned.

How to Apply
All applicants must complete the Graduate Assistant application, which is available in the Residence Life Office (323 Egan Hall) or attached below. Applicants will also be required to submit a current resume and cover letter with their completed application. Review of applications will begin on April 15. Applications will be accepted until the position is filled. Completed applications should be submitted to the Residence Life & Student Conduct Office in 323 Egan Hall or by email to mgrasso@mercyhurst.edu.

Questions? Contact:

Michael Grasso  
Assistant Director  
Residence Life & Student Conduct  
(814) 824-3117  
mgrasso@mercyhurst.edu

Rhina Duquela  
Assistant Director  
Residence Life & Student Conduct  
(814) 824-3374  
rduquela@mercyhurst.edu
GRADUATE ASSISTANT APPLICATION
2015 – 2016

DATE: ____________________

NAME: __________________________________________________________
(First) (Middle Initial) (Last)

MAILING ADDRESS: _____________________________________________
(Street)
(City) (State) (Zip)

CELL PHONE: (______) _________________________________

PRIMARY E-MAIL ADDRESS: ______________________________________

CLASS STANDING AS OF AUGUST 2015: (Circle One) Grad-1st year  Grad-2nd year Post-Bac

PROGRAM OF STUDY: ____________________________________________

ANTICIPATED GRADUATION DATE: ________________________________

GRADUATE POSITION DESIRED: Please rank numerically.

Night Desk Worker ______
Hall Director – Freshman Area ______
Hall Director – Sophomore Area ______

COMPLETED APPLICATIONS CAN BE SUBMITTED TO:
323 Egan Hall
OR BY EMAIL TO: mgrasso@mercyhurst.edu

Review of applications will begin on April 23, 2015. Applications will be accepted until the position is filled.
Educational Background:

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Employment History: Please attach a copy of your resume to this application.

Do you have prior Residence Life experience? Yes____  No____
If yes, please describe your experience: __________________________________________________________

List other relevant education, experience, skills, or training: __________________________________________

References:
Please list 3 references (at least one of whom is a former or present supervisor) with knowledge of your work experience and education. By listing these, you allow Mercyhurst University to contact these references and give authorization to release information on your behalf.

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I certify that the above statements are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that providing false or misleading statements may subject me to termination of any employment gained pursuant to this document.

Signature: ________________________________  Date: ________________