

Residence Life & Student Conduct Office GA Job Description

The Residence Life & Student Conduct Office GA is a live-in staff member who provide university staff presence in the Graduate Housing Area. Traditionally, the Residence Life & Student Conduct Office GA are graduate students who are aspiring to become professionals in the field of Student Affairs and/or Residence Life. The office GA is under the direction of the Associate Director who oversees the Residence Life & Student Conduct office. The Residence Life & Student Conduct Office GA assists the Associate Director with supervision of undergraduate staff within the main office, responding to student and parent questions, and with addressing violations of the Student Code of Conduct.

Eligibility

All applicants for the Residence Life & Student Conduct Office GA position with the Residence Life & Student Conduct 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.

Candidates must be available to work for the entire academic year (August 1st through May 31st).

Candidates must be available during normal business hours, and occasional nights and weekends. Candidates in an education program that requires student teaching will be required to resign their office GA position during the term they are student teaching (positions will not be held during this time).

Compensation

The compensation and benefits package for the Residence Life & Student Conduct Office GA position includes the following:

- Full tuition waiver
- Stipend of \$7,000 per year (10-month contract)
- Furnished campus apartment within graduate housing (all utilities, local telephone, cable, and internet service are provided)
- Partial meal plan

Job Duties

As an integral member of the Residence Life team, the Office GA is an employee of the University who works to facilitate an environment that will contribute to the holistic development of residents. Specifically, the Office GA is expected to:

Supervision

- Schedule work study staff for office coverage during business hours.
- Hold staff members accountable for actions.
- Assist in staff training.
- Provide advice and support to work study staff dealing with difficult situations.

Administrative

- Maintain 25 office hours in the Residence Life Office per week.
- Assist with the assigning of conduct cases.
- Inform the Associate Director or the Residence Life Office of problems or unusual situations.

- Complete paperwork in a timely manner.
- Serve as the Hall Director for graduate housing (addressing building concerns, bulletin boards, etc).

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.

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.

Applying

Applicants will also be required to submit a current resume and cover letter. Review of applications will begin on April 1, 2019. Applications will be accepted until the position is filled.

Questions? Contact:

Cariel Lewis
Assistant Director
Residence Life & Student Conduct
(814) 824-3374
clewis@mercyhurst.edu

Chris Lewand
Assistant Director
Residence Life & Student Conduct
(814) 824-2122
clewand@mercyhurst.edu