

# JOIN OUR TEAM!

## APPLY TO BE A Learning and Development GRAD

### WHY KSU?

- ▶ We have unique opportunities to make a positive impact on our students that motivate us to pursue excellence every day.
- ▶ We strive to create an environment where our team feels celebrated, supported and empowered.
- ▶ We believe in the appropriate balance of work, personal and professional development and self-care.
- ▶ We have fun! We recognize that it's important to get to know our team members as people first, and to celebrate our victories.

### ROLE DESCRIPTION

- ▶ 10-month commitment as a live-in staff member within the Department of Housing and Residence Life.
- ▶ 20-hour per week position dedicated to supporting our three campus areas (North, South, and Marietta), collaborating closely with professional staff.
- ▶ Responsible for coordinating the administration of our Living-Learning Villages.

\*SEE SECOND PAGE FOR FULL JOB DESCRIPTION\*

### BENEFITS

- ▶ Fully Furnished On-Campus Housing Accommodations
- ▶ Professional Development Opportunities
- ▶ Hourly Pay, 20 Hours Per Week



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**KENNESAW STATE  
UNIVERSITY**  
CAMPUS SERVICES  
*Housing and Residence Life*

# GRADUATE ASSISTANT FOR LEARNING AND DEVELOPMENT

APPLY HERE

## POSITION DESCRIPTION

The Graduate Residence Director (GRD) at Kennesaw State University is a graduate, 10-month commitment as a live-in staff member within the Department of Housing and Residence Life. The GRD GA position is a 20-hour per week position. The GRD will work alongside professional staff to create a residential experience for our Living-Learning Villages (LLVs) and overall, on-campus experience. In conjunction with professional staff, they will coordinate the administration of our LLVs with responsibilities, including but not limited to developing, implementing and assessing initiatives for LLVs; developing promotional materials and website content for LLVs; serving in the on-call rotation and other administrative and departmental responsibilities. The GRD position requires a strong work ethic, a positive attitude and enthusiasm for the residential experience on a college campus. This position includes afterhours time commitments that are congruent with the traditional residence life philosophies of a live-in role.

## BENEFITS

Compensation includes hourly pay for 20 hours per week and fully furnished on-campus housing accommodations with utilities (may be shared with a graduate student or partner).

## RESPONSIBILITIES INCLUDE

### Living-Learning Partnerships

- ▶ Assist with development, planning and implementation efforts for LLVs.
- ▶ Execute various administrative functions, including but not limited to collaborating with Associate Director of Operations and Student Success to ensure accurate reporting from Housing and Residence Life for the annual report.
- ▶ Benchmark LLVs with other Living-Learning programs.
- ▶ Implement assessment initiatives LLVs and develop recommendations for growth and development.
- ▶ In coordination with the Associate Directors develop learning outcomes that align with the Residential Engagement Model (REM) and campus partners.
- ▶ Develop promotional materials and website content for LLVs.

### Administration

- ▶ Execute various administrative functions including but not limited to assessment reports, purchasing, holding office hours, paperwork and budget tracking.
- ▶ Demonstrate ethical and fiscal decision making as it relates to department resources.
- ▶ Provide quality customer service for both internal and external stakeholders.
- ▶ Develop and implement (in collaboration GRD Residential Engagement) a regular CA Feedback Group Meeting to maintain the connection between student staff and the functional leadership.

### Safety, Security & Crisis Management

- ▶ Respond to emergencies utilizing institutional and departmental guidelines.
- ▶ Provide leadership during crises in the residence halls and on the campus at large as needed.
- ▶ Serve in a secondary on call rotation for high volume times.
  - Fall:** Opening, Labor Day weekend, Fall Break, Halloween, Finals Week, Winter Break Period
  - Spring:** Opening, MLK weekend, Spring Break, Finals Week
- ▶ Collaborate with other campus departments such as Public Safety, Student Health Services, etc. in case of an emergency.

## FUNCTIONAL INITIATIVES

- ▶ Assist with all functional initiatives including but not limited to:
  - Move-In, WOW, REM, Football, First Fridays
- ▶ Assist with departmental initiatives as assigned.

## MINIMUM QUALIFICATIONS INCLUDE

- ▶ Bachelor's degree from an accredited institution of higher education in Education, Education Administration, Education Technology or a related field and/or an equivalent combination of relevant education and/or experience.
- ▶ Must be enrolled in a Kennesaw State University graduate program.

## PREFERRED QUALIFICATIONS INCLUDE

- ▶ Two (2) years of experience in Housing and Residence Life or a related Student Affairs area (Student Life, Orientation, Student Activities, etc.).