

## Graduate Assistant Assistant Coordinator of Living-Learning Communities

**Supervisor:** Coordinator of Residence Life – Living-Learning Communities

**Hours:** Twenty (20) hours/week; exceptions may be made during times of the year when additional hours, nights, and weekends may be required.

**General Function:** The graduate assistant (GA) is a part of the professional staff that implements the mission of the Department and the Division of Student Affairs. In addition to skills learned in the classroom, the graduate assistant will participate in out-of-classroom experiences that will enhance skills used in careers after graduation.

**Minimum Qualifications:**

- **Education:** Must be enrolled in a graduate program and maintain a 3.00 GPA, must also have a 3.00 GPA for undergraduate degree or at least the last 60 hours of program. Preference given to candidates who will enroll in the Student Affairs in Higher Education program.
- **Experience:** Experience in residence hall living and educational programming is required. Experience as a resident assistant (or similar position) is preferred.
- **Skills:** Skills in oral and written communication and leadership are required. Skills in management and supervision are preferred.

**Departmental Responsibilities:**

- Effectively communicates (written and verbal contact) with others within and outside the Department.
- Participates and assists in preparation of training activities.
- Provides support and assistance to Departmental initiatives, processes, emergencies, and events.
- Effectively collaborates with colleagues.
- Actively supports student learning, student success, and personal development.
- Supervises student staff members – includes recruitment, selection, and evaluation of students.
- Promotes a safe and well-maintained living environment where students are held accountable.
- Completes administrative tasks – includes creating agendas, compiling meeting minutes, writing reports, purchasing items, preparing and overseeing budgets, etc.
- Serves on Departmental committees.
- Responds to and enforces violations of Residence Life and University policies.
- Displays professionalism and models appropriate behavior – includes mentoring and coaching of others.
- Remains competent and current through professional development.
- Supports the overall operation of the Department and contributes to accomplishment of its mission and goals.
- Represents Residence Life and/or Student Affairs at various University events.
- Serves in an on-call rotation with some holiday coverage.
- Performs other duties as assigned by the supervisor.

**Specific Area Responsibilities:**

- Assists with the development and implementation of the living-learning communities
- Assists in maintaining strong collaborative relationships with all LLC partners by providing support to carry out the mission of their community
- Facilitates monthly LLC meetings between staff members and partners for assigned communities
- Develops, implements, and administers active and passive experiences to increase students' success in the classroom and to support the growing diverse student population
- Assists with implementing comprehensive assessment of living-learning community program
- Assists and provides support to LLC Welcome Events taking place during Welcome Weekend
- Attends and supports LLC programs and events planned by student staff members and LLC partners
- Assists with recruitment, selection, training, supervision, evaluation, and development of student staff members working with living-learning communities
- Serves as point of contact for living-learning communities when the Assistant Director and Coordinators are unavailable
- Serves in an on-call duty rotation with some holiday coverage

**Remuneration:** This is a ten-month position with a stipend of \$1,088 per month and a 15-hour tuition waiver per semester. Housing for ten months is provided as well as a meal plan when dining services are in operation. Professional Development funds available.

**How to Apply | First Date of Consideration is December 15, 2023**

- **Apply Directly to the Department:** submit a letter of interest; resume; unofficial copy of transcript(s); and names, addresses, phone numbers and e-mail address of three professional references (including current, direct supervisor) to: Ivy Schluterman | Assistant Director, Residence Life, Housing and Dining Services | Missouri State University | 901 South National | Springfield, MO 65897 | (417) 836-8839 | [IvySchluterman@missouristate.edu](mailto:IvySchluterman@missouristate.edu)