
AREA GRADUATE ASSISTANT

To assist in the administration and direction of all responsibilities associated with the operation of the Area Office at the University of Tennessee. The assistantship is designed to prepare Area Graduate Assistants to gain administrative, budgetary, and advisory skills to help them in future careers.

RESPONSIBILITIES

1. Maintains budgets for Area residence halls and select departmental committees, including processing all reimbursement, advanced fund requests as well as all reconciliations.
2. Communicates regularly and effectively with the Student Activities Business Office to ensure all accounts are balanced and to resolve discrepancies on a monthly basis.
3. Attends and contributes to weekly area staff meetings.
4. Completes monthly one-on-one meetings with Area Assistant Director.
5. Works cooperatively with the Area ASA III to keep the area resource office stocked with programming and community-building supplies for resident assistants and hall association officers.
6. Assists in the annual budgetary and programming training of Resident Assistants and Hall Association Members.
7. Knows and interacts regularly with area Resident Assistants. This includes attending 1 staff meeting for each staff per semester and 2 RA programs per staff each semester.
8. Communicates regularly with area staff members through two means: weekly updates to the area electronic blog and an informational bulletin board in the area office.
9. Supports and enforces all university and departmental policies and regulations.
10. Works collaboratively with Head Staff, Office of Student Judicial Affairs and the University Police to carry out university judicial procedures.
11. Initiates and secures search authorizations and conducts room searches as required.
12. Actively attends and participates in departmental committees and departmental meetings as required.
13. Works in cooperation with other Head Staff to provide 24 hour on-call Area Coverage and is available to work in halls that remain open during university breaks.
14. Conduct monthly audits with AHD, HD, and the Student Activities Business Office to ensure all accounts are balanced. Maintain and audit budgetary records for each residence hall and hall association accounts on a regular basis.
15. Completes at least 20 hours per week in direct job-related functions: 14 hours of set office hours in the Area Office, 3 hours for area and hall staff meetings, 1 hour for committee work, 1 hour of RA program attendance, and 1 hour with the Student Activities Business Office.

QUALIFICATIONS

An Area Graduate Assistant should have previous residence hall living or other student affairs leadership experience. The AGA should be admitted into and be making positive progress toward a graduate or professional program at the University of Tennessee and enrolled in no more than 12 credit hours. Graduate students are not permitted to be placed as Area GAs if student teaching and/or co-ops/internships require a staff member to be off-site for more than 2 days/4 half-days/or 16 hours a week during regular business hours (Monday through Friday, 8:00am - 5:00pm). Graduate students are not permitted to be placed as Area GAs if they are working toward the following

academic degrees: Master of Business Administration, Law, School Counseling, Master of Education Teaching, Audiology, or Speech Pathology.

EXPECTATIONS

Specific tasks are understood to change within your scope of responsibilities during your assistantship. These expectations are applicable in all instances in which you are dealing with the stated subject matter.

Relationships

- A. Work as a vital and available member within your area.
- B. Develop positive relationships with the Resident Assistants, Hall Directors and the Assistant Hall Directors in your area so that when conflicts arise, you can remain available for open communication with both sides.
- C. Anything which poses a threat to area unity or to the welfare of the Department of University Housing should be communicated to the Area Assistant Director immediately.
- D. Anything spoken between the Area Assistant Director and the Area Graduate Assistant in confidence should be kept confidential.

Resource Person

- A. Assist Resident Assistants with all programming and budgetary aspects of their job. Be familiar with all community development expectations and publicity with programming, departmental procedures and philosophies, as well as budgetary tasks. Encourage RAs to use the resources provided by the Area Office for programming assistance.
- B. Provide Resident Assistants and Hall Associations with programming and budgetary advice and guidance throughout the academic year.

Area Coverage/Student Conduct

- A. Know all disciplinary procedures and familiarize yourself with all residence halls in your area.
- B. Understand how to initiate a search, call for authorization, conduct a search, and how to document a search on an incident report to be given to the Hall Director within 24 hours of the incident's occurrence.
- C. Confront policy violations in your area and document appropriately. Complete and forward all disciplinary paperwork within 24 hours of the incident.
- D. Know and understand the protocol system. Always call and keep the appropriate individuals on the protocol list informed of major situations or those that arise during an area coverage response.

Hall Association

- A. Assist Hall Association Officers and Representatives in assessing student needs regarding programming.
- B. Maintain financial records and oversee any hall association expenditures. Process and maintain monthly financial reports from each residence hall in the area.
- C. Assists in the budgetary and programming training of Hall Association members from each hall.

Communications

- A. Keep communication lines open with the Area Assistant Director and area Head Staff, as well as RAs in the area.
- B. Complete a departmental weekly report to be submitted by 10am each Monday to your Area Assistant Director.
- C. Post an article on the area blog at least once a week highlighting RA programming efforts, campus events, helpful resources, and items of interest.\
- D. Attend and actively participate in weekly area meetings led by your Area Assistant Director. Attendance at area staff meetings is required unless you are in an academic class. Please schedule internships, etc. around staff meeting times.
- E. Complete monthly one-on-one meetings with your Area Assistant Director.
- F. Co-instruct one session of the Resident Assistant Training Class in the spring semester during one of your first two years as an Area GA.

Visibility

- A. Maintain at least 14 office hours each week in the Area Office.
- B. Attend at least 2 RA programs per hall each semester to support the staff in their community development efforts.
- C. Attend at least 1 staff meeting per hall each semester to interact with the RAs, distribute checks, and answer any questions.
- D. Complete an Internship/Co-Op/Practicum Request Form in the Area Office for any academic commitments outside the classroom. These should be submitted to the Area Assistant Director the semester prior to completion whenever possible.

Professional Attitude

- A. Show discretion in personal actions and realize that the department, residents, and staff members expect a standard of excellence in the residence halls and in social settings. Area Graduate Assistants represent the Department of University Housing at all times.
- B. Keep your Assistant Director informed of happenings in your area, but do not share confidential information with anyone else unless otherwise instructed.
- C. Be open to giving and receiving constructive criticism. Follow proper procedures to initiate or propose changes within your area or the department.
- D. Know and adhere to all university and departmental rules and regulations.

Compensation/Benefits

Monthly stipend (\$1300.00 as of January 2017, amount subject to change). On-campus housing and a meal plan is provided. This is a live-on/live-in position, living on campus in provided housing is required. Your tuition is waived and graduate student health insurance is provided as part of your Graduate Assistantship.