
URHC/NRHH GRADUATE ASSISTANT

This assistantship is designed to provide guidance and support for the United Residence Halls Council (URHC) and the NRHH chapter. The Graduate Assistant will serve as the primary advisor for both of these student led organizations.

RESPONSIBILITIES

URHC/NRHH Graduate Assistant will be responsible for the following duties, completing at least 20 hours per week in direct job-related functions:

- A. Advising**
 - a. Actively advise both the URHC and NRHH Executive Boards by providing support, serving as a resource, and facilitating developmental opportunities.
 - b. Attend weekly URHC Executive Board meeting, NRHH Executive Board meeting, and bi-weekly general body meetings.
 - c. Provide Executive Members with programming and budgetary advice
 - d. Hold weekly one-on-one meetings with the URHC president. Schedule one-on-one meetings with other executive members as needed.
 - e. Oversee fundraising efforts.
 - f. Attend and serve as delegation advisor during the annual housing conferences: TARH, SAACURH, No Frills, and NACURH. This includes assisting with the conference delegation selection and attending regular delegation meetings.
 - g. Serve as a resource to Hall Association Advisors.
 - h. Schedule and maintain at least 10 office hours per week.
- B. Programming**
 - a. Plan and coordinate semester Executive Board retreats.
 - b. Assist Executive Members in planning and implementation of regular campus wide programming.
 - c. Coordinate the planning and organization of the URHC Welcome Week events.
 - d. Organize the fall and spring semester Hall Officer Training.
 - e. Create and Lead the Central Area Programming Committee (two programs a year)
- C. Budgeting**
 - a. Work with the URHC/NRHH Treasurer to oversee the accounts. This includes processing reimbursement, advanced fund requests as well as reconciliations. Complete and accurate budgetary records will be kept for all expenditures.
 - b. Communicate regularly and effectively with the Student Activities Business Office.
 - c. Upload an updated budget on SharePoint monthly
- D. Administrative**
 - a. Send weekly URHC/NRHH updates to the residence life staff.
 - b. Attend monthly joint staff meetings.
 - c. Take minutes at the Central Area staff meetings.
 - d. Actively attend and participate in departmental committees as required.
 - e. Complete bi-weekly one-on-one meetings with Assistant Director of Student Conduct and Leadership.
 - f. Assist in Hall Staff training.

E. Incident Response

- a. Work in cooperation with other Head Staff to provide 24 hour on-call Area Coverage and be available to work in halls that remain open during university breaks.
- b. Support and enforce all university and departmental policies and regulations.
- c. Work collaboratively with Head Staff, Office of Student Conduct & Community Standards and the University Police to carry out university procedures.
- d. Initiate and secure search authorizations and conduct room searches as required.

QUALIFICATIONS

The URHC/NRHH Graduate Assistant will have previous residence hall living experience, or other student affairs leadership experience. The GA 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 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, 9:00am - 5:00pm). Graduate students are not permitted to be placed as GAs if they are working toward the following academic degrees: Master of Business Administration, Law, School Counseling, Master of Education Teaching, Social Work, 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 the Department of University Housing.
- B. Develop positive relationships with Housing Staff.
- C. Establish a working relationship with Head Staff members.
- D. Anything which poses a threat to the welfare of the Department of University Housing should be communicated to the Assistant Director of Student Conduct and Leadership immediately.
- E. Anything spoken between the Assistant Director of Student Conduct and Leadership and the Graduate Assistant in confidence should be kept confidential.
- F. Keep open communication with all exterior vendors (i.e., OCM, Collegiate Concepts, Knoxville Move and Storage)

Discipline

- A. Know all disciplinary procedures.
- 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 in your building or those that arise during an area coverage response.

Communications

- A. Communicate timely and appropriately with the Area Assistant Director as well as the Head Staff and Hall Councils/Associations.

- B.** Attend and actively participate in weekly area meetings led by the Central 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.

Visibility

- A.** Maintain 10 office hours each week in the URHC office.
- B.** Attend URHC and NRHH events regularly.
- C.** Obtain approval for Internship/Co-Op/Practicums or for any academic commitments outside the classroom. This should be discussed with 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. Graduate Assistants represents the Department of University Housing at all times.
- B.** Keep the Area 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 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.