

## URHC/NRHH Graduate Assistant

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

### RESPONSIBILITIES

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

#### 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 bi-weekly.
- E. Oversee fundraising efforts.
- F. Attend and serve as delegation advisor during the annual housing conferences: TARH, SAACURH, Regional Business Conference, 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.
- I. 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.

#### Programming

- A. Plan and coordinate semesterly Executive Board planning sessions/strategic planning retreat.
- 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 semester Hall Officer Training.

#### Budgeting

- A. Work with the URHC and NRHH Treasurer to oversee the accounts. This includes processing reimbursement and 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 Organizations Business Office.
- C. Keep an updated budget on SharePoint at all times.

#### Administrative

- A. Send weekly URHC/NRHH updates to the residence life staff.
- B. Attend monthly joint staff meetings.
- C. Actively attend and participate in departmental committees as required.
- D. Complete weekly one-on-one meetings with Assistant Director.

- E. Assist in Hall Staff training.

## **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 immediately.
- E. Anything spoken between the Assistant Director and the Graduate Assistant in confidence should be kept confidential.
- F. Keep open communication with all exterior vendors (i.e., OCM, Collegiate Concepts, MOVE, etc.).

### **Conduct**

- A. Know all conduct processes 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 the residence halls and document appropriately. Ensure that an incident report is submitted immediately after an incident occurs.
- D. Know and understand the protocol system. Always call and keep the appropriate individuals on the protocol list informed of major situations in the residence halls or those that arise during an area coverage response.

### **Communications**

- A. Communicate timely and appropriately with the Assistant Director, as well as the Head Staff and Hall Councils.
- B. Attend and actively participate in weekly area meetings led by an Assistant Director. Attendance at area staff meetings is required unless you are in an academic class. Please schedule internships, etc. around staff meeting times.
- C. Attend RA Staff Meetings as needed to update appropriate hall staffs on upcoming programs.

### **Visibility**

- A. Maintain office hours each week in the URHC office.
- B. Attend URHC and NRHH events regularly.

### **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 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.

## **QUALIFICATIONS**

An Assistant Hall Director will have previous residence hall living experience, or other student affairs leadership experience. The AHD 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 AHDs if they are working toward the following academic degrees: Master of Business Administration, Law, School Counseling, Mental Health Counseling, Master of Education in Teaching, Social Work (in-person track only; online can work for 1st year), Audiology, or Speech Pathology.

## **REMUNERATION**

University Housing Graduate Assistants are compensated \$1,500 per month (pre-tax, as of July 2021), and are provided on-campus housing and a meal plan at no cost to them. Additionally, a full tuition and maintenance fee waiver is provided. Lastly, student health insurance premiums are covered if the graduate assistant chooses to carry health insurance through the University.

## **PERIOD OF APPOINTMENT**

The appointment period for once academic year with the possibility for summer employment. The University of Tennessee is an EEO/AA/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.