

LLC Graduate Assistant Position Description
LIVING & LEARNING COMMUNITY (LLC) GRADUATE ASSISTANT
DEPARTMENT OF UNIVERSITY HOUSING, THE UNIVERSITY OF TENNESSEE

PURPOSE OF THE POSITION

University Housing collaborates with academic colleges, student life offices, and other campus administrative departments and offices to offer living & learning experiences for students. These communities cluster students relevant to the mission of the LLC, share coursework, offer leadership development, and are provided a budget to support programs, activities, and academic support services offered to students throughout the year.

This assistantship is designed to provide programmatic inspiration and administrative support to our LLCs. This position is influential in the continued growth and development of the individual LLC, student participants, and leadership development of students who serve as LLC Ambassadors on the LLC Advisory Council. This position is supervised by the Coordinator for Living & Learning Communities.

PRIMARY RESPONSIBILITIES

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

1. Programming

- Assist in the planning and coordination of LLC move-in/welcome events.
- Recruit, select, and advise LLC Advisory Council (LLCAC) Ambassadors.
- Lead LLCAC meetings/plan leadership development activities for Ambassadors. At least one meeting/leadership development activity should be held per month.
- Coordinate LLCAC subcommittees and advise subcommittees based on purpose.
- Assist Ambassadors in planning and executing programs offered across all LLCs.
- Collaborate with Coordinator to execute programs planned for LLCs that require additional staff support beyond what may be offered by residence hall and partnering unit.

2. Budgeting

- Manage the Living & Learning Community programming budget(s). This includes processing reimbursements, processing fund requests, and coordinating relevant subcommittees to approve fund requests when applicable.
- Reconcile budgets for individual LLCs and Academic Initiatives related to LLCs and update budget spreadsheets on a weekly basis.
- Ensure all budget records relating to the LLCs are complete and accurate.
- Communicate regularly and effectively with bookkeepers/accountants.
- Ensure LLC expenditure compliance with University fiscal policy

3. Communication

- Serve as a representative of Academic Initiatives and liaison to academic departments/student life offices/administrative departments.

- Manage LLC media/publications which include social media accounts, an LLC email account, and any other new initiatives from the department.

4. Administrative

- Schedule and maintain at least 15 office hours per week.
- Complete weekly one-on-one meetings with COORDINATOR.
- Actively attend and participate in departmental committees as required.
- Assist in the training and development of LLC RAs/LLC Peer Mentors.
- Assist in recruitment of LLC students and make presence at recruitment events.
- Serve as a secondary contact for marketing, enrollment, and registration process for the LLC program.
- Assist with assessment efforts and data-driven approaches to improving the quality of life for LLC students.
- Field questions relating to LLCs from campus partners and others.

5. Incident Response, As Needed

- Serve on the Residence Life area coverage duty rotation to provide 24-hour on-call support service within the residence halls.
- Support and enforce all university and departmental policies and regulations.
- Be knowledgeable about appropriate policies, procedures, and protocols relating to incident and crisis response.
- Collaborate with University Housing staff, Office of Student Conduct & Community Standards, University Police, and other stakeholders as needed.

QUALIFICATIONS

The LLC GA 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/4half-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.

REMUNERATION

Remuneration for the LLC Graduate Assistant includes a stipend; meal plan; furnished apartment; tuition waiver; access to free laundry facilities; and a health insurance plan.

PERIOD OF APPOINTMENT

The appointment period for once academic year with the opportunity 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.

LLC GRADUATE ASSISTANT EXPECTATIONS

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

RELATIONSHIPS

- A. Work as a vital and available member within the Department of University Housing.
- B. Develop positive working relationships with department staff, campus partners, and any University and non-University constituents.
- C. Anything which poses a threat to the welfare of the Department of University Housing, University of Tennessee, or the students, staff, and guests therein should be communicated to the appropriate department and/or campus representative.
- D. Develop and maintain positive relationships with LLC Student Ambassadors and all LLC students and parents, being responsive to their concerns, while also maintaining confidentiality of FERPA-protected information.

POLICIES, PROCEDURES, & PROTOCOLS

- A. Know and understand policies related to University fiscal guidelines, practices, and expectations for appropriate uses of funds in compliance with University fiscal policy. Apply knowledge of policies in use of funds and communicate and ensure compliance with policies regarding LLC-related funds.
- B. Know and understand policies covered within University Housing *Guidebook* and University of Tennessee *Hilltopics*.
- C. Know and understand the protocol system. Always call and keep the appropriate individuals on the protocol list informed of major situations in assigned building or those that arise during an area coverage response.
- D. Confront policy violations in your area and complete appropriate documentation. Complete and forward all conduct documentation within 24 hours of the incident.

COMMUNICATIONS

- A. Communicate timely and appropriately with COORDINATOR as well as the Hall Directors, Resident Assistants, and campus partners who work with our LLCs.
- B. Assist in leading Learning Partner Forums (LPF)s as appropriate and follow-up with making meeting minutes available to ensure reliable communications.

VISIBILITY

- A. Be familiar and recognizable among students in the LLCs.
- B. Maintain 15 office hours each week in central University Housing office, unless fulfillment of assistantship responsibilities merits attendance elsewhere.

C. 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 Coordinator the semester prior to the onset of the academic experience whenever possible.

PROFESSIONAL ATTITUDE

A. Display ethical and responsible decision-making in personal and work-related actions and realize that University Housing, residents, and campus partners expect a standard of excellence in the residence halls, on-campus, and in social settings. Graduate Assistants represent the Department of University Housing at all times.

B. Keep the Coordinator and the Central Staff 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 University Housing.

D. Know and adhere to all university and departmental rules and regulations.

AREA COVERAGE

Area coverage is the protocol response system put in place to ensure 24-hour, seven days a week coverage for the residence halls. All Hall Directors, Assistant Hall Directors, and Graduate Assistants rotate to serve on area coverage. During Fall and Spring academic semesters, campus is split into geographical areas of coverage. An Assistant Director is assigned to oversee each area's scheduling and rotation. Summer and break periods may have modified area coverage responsibilities during those periods for which some buildings are closed. Area coverage responsibilities, procedures, and designated areas someone on rotation is permitted to be while on area coverage will be covered in training by Residence Life staff