
Off-Campus Housing Graduate Assistant

To assist in the administration and direction of responsibilities associated with the operation of off-campus properties entered into formal partnerships or agreements with the University of Tennessee, Knoxville Department of University Housing. They will have a hand in community wide communication, provide community development via programs and 1:1 student interaction, and an opportunity to connect with campus partners as needed to ensure the residential students transition and succeed in off-campus housing. The assistantship experience is designed to prepare graduate assistants to one day assume the role of a full-time Residence Life Professional.

RESPONSIBILITIES

Using the Graduate Assistant Competencies Inventory as a guide, Assistant Hall Directors will be responsible at different times during their assistantship for the following duties:

1. Assists in the development and maintenance of relationships with off-campus property management staff
2. Assists in the check-in and check-out procedures for students living at the off-campus properties
3. Create and advise a student programming group responsible for the planning of community, academic and personal development programs.
4. Attend regular meetings with University Housing and off-campus property management.
5. Support and enforces all university and departmental policies and regulations, in addition to policies and procedures of the off-campus property.
6. Attends and actively participates in departmental and committee meetings.
7. Co-instruct one session of the Resident Assistant Training class in the spring semester.
8. Create and distribute a monthly newsletter to the residents of the community that provides important updates or information relevant to their experience living in the off-campus property.
9. Regularly maintain 8-10 hours per week of "open door" or availability hours in the assignment apartment or public space.
10. Other tasks or duties as assigned

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 of our department, present and visible at the off-campus property
- B. Develop positive relationships with the management and staff of the off-campus property, so that when challenges arise, you can remain available for open communication with those staff members.
- C. Anything which poses a threat to staff unity or to the welfare of the Department of University Housing should be communicated to your supervisor immediately.

- D. Anything spoken between you and your supervisor in confidence should be kept confidential.

Resource Person

- A. Be familiar with all community resources and publicity with programming, departmental procedures, and philosophies, as well as administrative tasks.
- B. Provide residents with advice and guidance throughout the academic year.
- C. Be willing to research with or for residents if resources are sought that are not already known and identified.

Conduct

- A. Confront policy violations in your community and document appropriately. Ensure that an incident report is submitted immediately after an incident occurs.
- B. Know and understand the protocol system. Always call and keep the appropriate individuals on the protocol list informed of major situations in your property.

Student Programming

- A. Keep morale at a high level and encourage consistent activity planning and implementation.
- B. Individually plan 3 programs per semester intended for all the University Housing students on property. Coordinate public space usage with on-site management.
- C. Assist the student programming group in assessing student needs regarding programming.
- D. Be aware of university policies and advise student programming members on planning programs
- E. Promote a sense of teamwork between your student programming group. Serve as an unbiased mediator when conflicts arise. Support and attend student programming functions.
- F. Maintain financial records and oversee the writing of any student programming checks and expenditures. Participate in a monthly financial reconciliation with the Area Graduate Assistant.

Communications

- A. Keep communication lines open with the Executive Director of Housing, Director of Residence Life, or their designee and your direct supervisor
- B. Complete a departmental weekly report to be submitted in eRezLife by noon each Monday to your Assistant Director.
- C. Attend and actively participate in weekly area meetings led by your Area Assistant Director held Tuesday mornings at 10AM. Attendance at area staff meetings is required unless you are in an academic class. Please schedule internships, etc. around staff meeting times.
- D. Complete monthly one-on-one meetings with your Assistant Director.
- E. Co-instruct one session of the Resident Assistant Training Class in the spring semester.

Visibility

- A. The off-campus graduate assistant makes a comprehensive community walk at least once a day. On Friday and Saturday, this hall walk should occur after 7:00 p.m.
- B. Support and attend activities implemented by your off-campus property management.

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 hall and in social settings. Assistant Hall Directors represent the Department of University Housing at all times.
- B. Keep your supervisor and/or Area Assistant Director and the Central Staff informed of happenings in your off-campus property, 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 your property or the department.
- D. Know and adhere to all university and departmental rules and regulations.

QUALIFICATIONS

An OCGA will have previous residence hall or off-campus living experience, or other student affairs leadership experience. The OCGA 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 OCGAs 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.