

## 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 area budgets for residence halls and hall associations, including processing all reimbursement and advanced fund requests as well as all reconciliations. Complete accurate budgetary records will be kept for RA Programming, Staff Development, and Hall Associations for each hall.
2. Communicates regularly and effectively with the Student Organizations Business Office.
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. Completes at least 20 hours per week in direct job-related functions: 14 hours of consistent 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 of check distribution with the Student Organizations Business Office.
7. Assists in the budgetary and programming training of Resident Assistants.
8. Knows and interacts regularly with area Resident Assistants. This includes attending 1 staff meeting for each staff per semester (6 total) and 2 RA programs per staff each semester (12 total).
9. Communicates regularly with area staff members through Facebook, newsletters and other media.
10. Supports and enforces all university and departmental policies and regulations.
11. Initiates and secures search authorizations and conducts room searches as required.
12. Actively attends and participates in departmental committees as required.
13. Attends and actively participates in departmental meetings.
14. Works in rotation 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.

### 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 Assistant Director immediately.

- D. Anything spoken between the 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.

### **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 your hall 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 your building 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.

### **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 in eRezLife by noon each Monday to your 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 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.
- E. Complete one-on-one meetings with your Assistant Director.
- F. Co-instruct one session of the Resident Assistant Training Class in the spring semester.

### **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 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 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 your area or the department.
- D. Know and adhere to all university and departmental rules and regulations.

### **QUALIFICATIONS**

An Area Graduate Assistant 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 Area Graduate Assistants 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.