

**Graduate Assistant and Employment Opportunities
2021-2022**

University at Buffalo

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GRADUATE ASSISTANT, ACADEMIC SUPPORT ASSISTANT

POSITION DESCRIPTION 2020-2021 (Updated December 2020)

The Graduate Assistant – Academic Support Assistant is a unique part-time professional position. This position includes educational, supervisory and administrative functions that promote student engagement, academic success, personal development and a strong sense of community through the implementation of the residential curriculum. Campus Living supports the University at Buffalo’s mission by providing residential environments that assist students in being academically and personally successful. This position offers an opportunity to work with the academic enhancement/assistance programs within Residential Life. Specifically, this position gives support and direction to the Tutor Program. The Academic Support Assistant is expected to assist the Residential Education staff in the overall administration of academic support initiatives including the Tutor Program, Academic Initiatives, Learning Communities and Study Centers. This position requires evening and weekend availability. This staff member will provide supervision to Tutors. [This is a live-in position beginning August 1 through May 31.](#)

Candidates who have developed skills in the following areas, or an interest in developing skills in these areas, are encouraged to apply.

- Here to Career Competencies: Leadership, Teamwork/Collaboration, Critical Thinking/Problem Solving, Global/Intercultural Fluency
 - Staff Supervision and Training
 - Student Conduct and Crisis Intervention
 - Counseling, Helping, and Conflict Management
- Here to Career Competencies: Leadership, Oral/Written Communication, Digital Technology
 - Tutoring Program and other Residential Education Initiatives
 - Administrative and Time Management
 - Maintenance and Operations

STATUS: Part-time, 10-month, live-off position beginning August 1, 2021 through May 31, 2022.

REMUNERATION

- This is a 10-month position.
- This is a salaried position with an average commitment of approximately 20 hours per week (sometimes more hours during peak times like opening/closing, exams, university open houses). This position is ineligible for overtime.
- \$10,000 stipend for 10 months. This is the gross (pre-tax) salary. Paid bi-weekly (First paycheck given in late August).
- In-State Tuition paid for Fall and Spring Enrollment. Out-of-state students will be responsible for the difference.
- A furnished one-bedroom apartment (including high-speed internet, cable and all utilities) during the department contract agreement. This is a live-in position.
- Partially funded meal plan provided during the Fall/Spring Semesters – amount TBD.
- University provided tuition, housing and meal allowances are reported to the Office of Financial Aid. Any university provided aid may impact financial aid award packages.
- Professional Development funds are available – amount TBD.

QUALIFICATIONS: Minimum/Required: Bachelor’s degree required. Previous experience in student leadership, peer tutoring, mentoring, academic support programs or teaching is required. Excellent administrative, as well as written and oral communication skills are required. Candidate must have demonstrated skill(s) in the area of community development. This position requires travel within the campus and between campuses. Candidates will need to demonstrate how the transportation needs of the job will be met. The ability to assist a diverse student population in developing a positive community is desired. Preferred: Candidates will be admitted to the Higher Education and Student Affairs master’s program at the University at Buffalo. The preferred candidate will have been a Resident Advisor and/or student leader.

APPLICATIONS

Information on the application process will be provided to eligible candidates by the Higher Education and Student Affairs master's Program at time of application to the graduate program.

Application Deadline:

Full consideration will be given to candidates who have been admitted into the master's program in the Higher Education and Student Affairs master's program at the University at Buffalo. **Application deadline is January 15, 2021.** For candidates admitted through the UB Graduate School of Education, we will be conducting interviews February 18– February 19, 2021.

OPE candidates who do not have a completed application for the Higher Education and Student Affairs master's program may submit the following in lieu of an official application (an official application will be required prior to admission):

- A resume
- A cover letter
- Contact information for one academic and two professional references
- An unofficial transcript
- A writing sample (a personal statement utilized as part of a graduate school application, or a completed paper submitted for grading as part of a course requirement)

OPE interviews will be conducted via Zoom. **Full consideration will be given to OPE candidates who have submitted materials prior to February 15.** Candidates are encouraged to apply earlier.

SPECIAL INSTRUCTIONS

- This position is a one-year term, renewable (based on performance and departmental need) for a maximum of two years.
- Successful candidates will be required to pass a background check before being hired and will be required to provide an official transcript of most recent degree conferred before the start date of employment.
- Any adult living in the provided on-campus apartment will also be required to pass a background check.

DEPARTMENTAL CONTACT:

Dr. Brian Haggerty
Sr. Associate Director, Campus Living
bhagg@buffalo.edu

THE UNIVERSITY AT BUFFALO IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER (AA/EOE).

In accordance with Federal and State Laws no person in whatever relationship with the University at Buffalo shall be subject to discrimination on the basis of age, religion or creed, color, disability, national origin, race, ethnicity, sex, marital or veteran status. Additionally, New York State's Executive Order 28 and the University Board of Trustees' policy prohibit discrimination on the basis of sexual orientation.

ACADEMIC SUPPORT ASSISTANT POSITION RESPONSIBILITIES

Staff Supervision and Training (25%)

- Direct supervision of 18-20 Tutors.
- Conduct individual meetings as directed with Tutor Staff to develop and review goals/outcomes achieved, discuss issues, recognize contributions, provide and solicit feedback.
- Conduct monthly Tutor Staff meetings (or as designated).
- Conduct tutor training at beginning of fall and spring semesters, and on-going training/development according to staff needs.
- Address staff personnel issues.
- Attend all departmental and area training sessions and workshops, as required. This includes presenting to the Professional and Paraprofessional Staff as a whole.
- Assist the Residence Education staff with in-area training and on-going training/development according to staff needs.
- Conduct formal evaluation of Tutor Staff (end of Fall and Spring semesters).

Tutor Program Management and Other Residential Education Initiatives (45%)

- Oversee recruitment, selection and hiring of tutors.
- Regularly monitor and respond to tutor email account.
- Track tutor hours worked and tutor session information.
- Manage tutor appointment system.
- Develop and distribute tutor schedule each semester.
- Conduct observations of tutors.
- Coordinate and monitor tutor certification.
- In conjunction with ARC staff, plan and implement tutor training program.
- Assist in advertising and marketing of tutor program.
- Manage tutor program budget including maintaining a spreadsheet/database, turning in receipts.
- Conduct assessment of tutor program.
- Train and monitor STAR-NY online tutor.
- Conduct outreach to designated students for academic support.
- Collaborate with the Office of Student Success & Retention on Student Success Collaborative platform usage.
- Create large-scale study sessions partnering with UB Curriculum Office and appropriate faculty.
- Collaborate with LLC program staff to develop community-specific study sessions.
- Assist in the hiring, scheduling and training of study center staff.
- Assist in the supervision and monitoring of the residential study centers.

Student Conduct Crisis Intervention (5%)

- Use departmental protocol to respond to crisis or emergency situations, which includes providing guidance to Paraprofessional Staff and students.
- Assist other staff and offices, including University Police or Student Conduct, to investigate and resolve student conduct issues.
- Appropriately refer to Assistant Director on call.
- Provide post-crisis referrals and follow-up with students and staff.
- Complete discipline paperwork if needed, i.e. incident reports or letters.

Maintenance and Operations (5%)

- Report on-going facility and safety/security needs.
- Maintain a relationship with building cleaning staff and maintenance staff including administrative support staff and work directly with the Residential Facilities and hall staffs to resolve maintenance issues.

Counseling/Helping/Conflict Management (5%)

- Serve as a resource and referral agent for students and staff with a focus on student success.
- Advise and counsel students in crisis within the residence hall.
- Diffuse staff/student conflicts as appropriate.
- Provide appropriate referrals and follow-up with students and staff.
- Complete discipline paperwork if needed, i.e. incident reports or letters.

Administrative/Time Management & Departmental Involvement (15%)

- Attend various departmental meetings on a weekly/biweekly basis including, but not limited to:
 - Residential Life Meeting/Development Session (1 hour weekly)
 - Area Staff Meeting (two hours bi-weekly)
 - Meeting with supervisor (one hour weekly)
 - Meeting with Assistant Director (monthly)
 - Individual meetings with Tutors (one to three hours per week)
- Maintain set office hours each week – per supervisor instructions. Evening commitments such as staff meetings and program attendance are also expected.
- Prepare monthly data reports as directed by supervisor.
- Prepare end of semester reports in December and May.
- Carry a cell phone provided by the department.
- Participate in at least one Residential Life committee (optional).
- Attend and participate in all Professional Staff training and Paraprofessional Staff training.
- Participate in and carry out responsibilities as required by the professional staff selection process.
- Collaborate with other departmental and university offices such as University Police, Counseling, Student Life, Residential Operations, Residential Facilities or Wellness Education Services.
- Represent the department at various functions such as Nancy Welch Awards, Paraprofessional Staff Appreciation Banquet, Paraprofessional Extended Training, RHA Association Awards and other events as needed.

Professional Staff On-Duty Commitments

- AHD/ACD will participate in a rotating “on-duty” system for the residential area, which includes responding to emergencies on evenings and weekends. *These professional obligations are in addition to the outlined 20 hours (approx.) per week.*
- The AHD/ACD will carry a cell phone provided by the department.
- Maintain a 10-minute radius of the duty area when on duty.

PROFESSIONAL STANDARDS AND PROFICIENCIES

In evaluating the performance of a Graduate Assistant, success in the tasks given will also include the following competencies.

- *Job Knowledge/Potential* - Possesses the competence, knowledge and experience to perform the job effectively and efficiently. Applies technical and procedural knowledge to get the job done. Continuously expands job knowledge and keeps abreast of new developments and displays innovation. Completes Professional Development Plan.
- *Interpersonal Relations/Skills* - Is cooperative, considerate and tactful in dealing with customers, co-workers and the public. Gains confidence and trust of others and exhibits appropriate sensitivity to others. Works effectively with others on a team.
- *Reliability and Commitment*- Consistently meets deadlines and is able to juggle competing priorities without sacrificing quality/accuracy. Demonstrates commitment to the unit and University goals and can be trusted to follow through on commitments.
- *Communication* - Clearly and convincingly expresses thoughts, ideas or facts orally and in writing. Responds

appropriately to both written and oral directives and ensures clear, timely communications to others. Builds effective formal and informal communication channels.

- *Judgment & Accountability* - Uses good judgment and follows up as needed. Anticipates and identifies problems and helps to bring about resolutions. Is open to or offers different solutions and determines what to handle independently and what to refer. Is accountable and takes responsibility for own decisions and actions.
 - *Customer Service* - Provides quality service to customers and seeks feedback from internal and external customers. Anticipates customer needs and continuously searches for ways to increase customer satisfaction.
 - *Management/Supervision* - Visualizes, creates, communicates and sustains a positive environment. Delegates appropriately and promotes teamwork and cooperation. Effectively motivates, coaches, develops and evaluates staff.
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SPECIAL EVENTS AND COMMITMENTS

The Graduate Assistant position is a part-time position. It is important to recognize that the demands of a residential life position are different from other jobs. The position requires an average of 20 hours per week for a commitment of 900 hours per year. Although GAs are expected to work a full 40 hours per week during Fall Training, GAs are not scheduled to work during periods when the residence halls or apartments are closed. While the RHD/CD is away, the AHD/ACD will assume hall leadership under the supervision of an Assistant Director. Other GAs (RHA Co-Advisor, Living Learning GAs) may be asked to assist during these times.

The following events/time periods are mandatory and offer less flexibility in time management than typical weeks.

Late July/August Staff Training— five weeks including some night/weekend responsibilities.

Hall Opening/Closing—full days to cover hall responsibilities to be shared with RHD/CD.

Open House Days—2-4 days each semester.

Paraprofessional Staff Selection—two weekend days each semester (Fall Semester if needed).

January Professional and Paraprofessional Staff Training—full time, one week including weekend responsibilities.

Graduate Assistants are often considered essential employees of the university, and may be required to work in order to provide essential services for students when other staff cannot. This may include official university closings due to extreme weather or when other professional staff members may not be able to be on campus.

All Graduate Assistants must be enrolled a minimum of 9 credits at UB for both Fall and Spring semesters, even if the graduate program or graduate school categorizes you as full-time, with less credits, for other purposes. All GAs must commit to a full academic year appointment (fall/spring). Students who intend to graduate mid-year, or fall below 9 credits should not apply.

Due to the nature of the work – evening commitments, duty (live-in positions), and schedules that fluctuate from week to week, no more than 15 hours of commitments (internships, outside employment) is permitted. Outside work, including internships for credit, must be approved by the supervisor, prior to accepting employment/internships. Internships/employment cannot interfere with their availability for duty. Their personnel “appointment” as a Graduate Assistant may also prevent them from being eligible for compensated work in another office on campus. Any compensation received for work outside of the GA position could impact financial aid. While holding a GA position, they must remain in good academic standing, including not being placed on probation.

Agreement Start Date: August 1, 2021

Report to Work Date: August 2, 2021

Access/Move-in to Apartment: July 29, 2021

Release Date for Fall Recess: November 24, 2021 at 3 pm

Return Date from Fall Recess: November 28, 2021 – time TBD with Assistant Director
Release Date for Winter Recess: December 22, 2020 at 5 pm
Return Date from Winter Recess: January 18, 2022 at 8 am
Release Date for Spring Recess: March 19, 2022 at 3 pm
Return from Spring Recess: March 27, 2022 – time TBD with Assistant Director
Release Date for End of Year: May 25, 2022 at 5 pm
Agreement End Date: May 31, 2022
Vacate/Move-out of Apartment: no later than June 6, 2022 at 5 pm

EVALUATION

The Graduate Assistant is evaluated on a semester basis or as needed. A formal written evaluation is done once a semester and submitted to the Higher Education and Student Affairs master's Program Administrative Director. The RHD or CD (or direct supervisor) evaluates the Graduate Assistant. As this is considered a supervised-practice experience, ongoing communication between supervisory staff and graduate faculty is typical.

CAMPUS LIVING OVERVIEW

Campus Living is the largest self-sufficient unit in UB's Division of Student Life; we have our own human resources, budget office, IT operation, custodial and building services staff. Campus Living has worked to implement a Residential Curriculum over the past five years that is a part of the day to day operations of residential program. In a department that has over 250 full time employees and over 230 Paraprofessional Staff members, AHD/ACD positions are administratively heavy. The majority of student contact will come from meetings with Paraprofessional staff members. Interactions with residents will come from meetings, advising hall council, academic outreach and addressing student needs.

AREA DESCRIPTIONS

The University at Buffalo houses approximately 5,750 students in residence halls on both the North and the South Campus, and approximately 2,600 students in apartments located on and adjacent to the North Campus. Listed below are descriptions of the three residence hall areas:

Residence Hall Areas

Ellicott Complex and Greiner Hall: The Joseph Ellicott Complex is a self-contained living area housing more than 3,000 students. Ellicott is divided into six quadrangles (residence halls)--Fargo, Porter, Red Jacket, Richmond, Spaulding, and Wilkeson. Living areas are co-educational by alternating sections. Several special-interest areas are located within Ellicott. All of Wilkeson and Spaulding, and part of Richmond house first-year students. Fargo, Spaulding and Wilkeson house Living-Learning Communities.

William R. Greiner Hall is located next to the Ellicott Complex and houses 600 students and is the only facility that serves a sophomore-only population. The building offers suite-style living with two double rooms with an adjoining private bathroom and storage area. Kitchens, laundry rooms and lounges are on every floor, as well as study spaces and intimate seating areas throughout. Multipurpose space for workshops and social gatherings are all available to students.

South Campus Residence Halls: There are two residence hall facilities on the South Campus: Clement and Goodyear. The South Campus is located at the northern edge of Buffalo, bordering the suburb of Amherst. Each hall houses about 500 students. All of Goodyear houses first-year students. Some floors house Living-Learning Communities. Many new students are assigned to the South Campus.

Governors Complex: The Governors Complex has 4 halls in semi-suites, each consisting of four double rooms, a bathroom, and a small lounge. Each hall houses 200 students and 6 Resident Advisors. A large portion of the student population in this complex are first-year students, and many participate in learning communities.

Apartment Areas

Creekside Village is a peaceful townhouse type complex. Located at UB's north end near Bizer Creek. Creekside is one of few "green" campus housing complexes; its landscape and architecture were designed to preserve natural surroundings and for maximum energy efficiency. Creekside offers accessible ranch-style units. Half of the Creekside Village apartment complex is available to graduate students and professional students, and the other half of designated for second-year students.

Flickinger Court is located in the town of Amherst, adjacent to UB's North Campus. Flickinger Court is a townhouse complex designed to meet the needs of married, traditional, and nontraditional students and their families. Flickinger Court apartments are available to Graduate students, professional students, students with families and faculty and staff and offer 12 month leases.

Flint Village is located at UB's main entrance and is a short walk to academic buildings on UB's North Campus. The complex features comfortable and convenient living including its Arts & Crafts-style community center, and is arranged on a beautifully landscaped 16-acre site. Flint apartments are available to professional students and upper-class undergraduate students.

Hadley Village is located on the west side of UB's North Campus and is convenient to the academic "spine." Hadley Village apartments surround a beautiful community building with conference room, mail room, fitness center, and fireplace lounge. Hadley apartments are available to upper-class undergraduate students.

South Lake Village is located on the shore of Lake LaSalle and is a convenient walk to UB athletic and arts events and the academic "spine." The complex, including its large community center, is arranged on a scenic 13-acre lakeside site. South Lake Village apartments are available to professional students and upper-class undergraduate students.

GRADUATE ASSISTANT, ASSISTANT HALL/COMPLEX DIRECTOR

POSITION DESCRIPTION 2020-2021 (Updated December 2020)

The Graduate Assistant – Assistant Hall/Complex Director (AHD or ACD) is a unique part-time professional position. The AHD works primarily in the residence halls. The ACD works primarily in the apartments area. This position includes educational, advisory, supervisory and administrative functions that promote student engagement, academic success, personal development and a strong sense of community through the implementation of the residential curriculum. Campus Living supports the University at Buffalo's mission by providing residential environments that assist students in being academically and personally successful. [This is a live-in position beginning August 1 through May 31.](#) The AHD/ACD is expected to assist the Residence Hall Director (RHD) or the Complex Director (CD) in the overall administration of a residential area of up to 800 students and between 10-24 Paraprofessional Student Staff.

Candidates who have developed skills in the following areas, or an interest in developing skills in these areas, are encouraged to apply.

- Here to Career Competencies: Leadership, Teamwork/Collaboration, Critical Thinking/Problem Solving, Global/Intercultural Fluency
 - Staff Supervision and Training
 - Student Conduct and Crisis Intervention
 - Counseling, Helping, and Conflict Management
 - Residential Education Initiatives and Hall Programming
 - Advising Hall/Village Council
- Here to Career Competencies: Leadership, Oral/Written Communication, Digital Technology
 - Maintenance and Operations
 - Administrative and Time Management

STATUS: Part-time, 10-month, live-in position beginning August 1, 2021 through May 31, 2022.

REMUNERATION

- This is a 10-month position.
- This is a salaried position with an average commitment of approximately 20 hours per week (sometimes more hours during peak times like opening/closing, exams, university open houses). This position is ineligible for overtime.
- \$10,000 stipend for 10 months. This is the gross (pre-tax) salary. Paid bi-weekly (First paycheck given in late August).
- In-State Tuition paid for Fall and Spring Enrollment. Out-of-state students will be responsible for the difference.
- A furnished one-bedroom apartment (including high-speed internet, cable and all utilities) during the department contract agreement. This is a live-in position.
- Partially funded meal plan provided during the Fall/Spring Semesters – amount TBD.
- University provided tuition, housing and meal allowances are reported to the Office of Financial Aid. Any university provided aid may impact financial aid award packages.
- Professional Development funds are available – amount TBD.

QUALIFICATIONS: Minimum/Required: Bachelor's degree required. Previous residential life or student affairs experience required. Must be familiar with residence hall or university apartment living and the challenges of a live-in professional position. Excellent administrative, as well as written and oral communication skills are required. Candidate must have demonstrated skill(s) in the area of community development. Based on the need to respond to crisis situations and serve on a duty rotation, travel within the campus and between campuses is required. Candidates will need to demonstrate how the transportation needs of the job will be met. The ability to assist a diverse student population in developing a positive community is desired. Preferred: Candidates will be admitted to the Higher Education and Student Affairs master's program at the University at Buffalo. The preferred candidate will have been a Resident Advisor and/or student leader.

APPLICATIONS

Information on the application process will be provided to eligible candidates by the Higher Education and Student Affairs master's Program at time of application to the graduate program.

Application Deadline:

Full consideration will be given to candidates who have been admitted into the master's program in the Higher Education and Student Affairs master's program at the University at Buffalo. **Application deadline is January 15, 2021.** For candidates admitted through the UB Graduate School of Education, we will be conducting interviews February 18– February 19, 2021.

OPE candidates who do not have a completed application for the Higher Education and Student Affairs master's program may submit the following in lieu of an official application (an official application will be required prior to admission):

- A resume
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OPE interviews will be conducted via Zoom. **Full consideration will be given to OPE candidates who have submitted materials prior to February 15.** Candidates are encouraged to apply earlier.

SPECIAL INSTRUCTIONS

- This position is a one-year term, renewable (based on performance and departmental need) for a maximum of two years.
- Successful candidates will be required to pass a background check before being hired and will be required to provide an official transcript of most recent degree conferred before the start date of employment.
- Any adult living in the provided on-campus apartment will also be required to pass a background check.

DEPARTMENTAL CONTACT:

Dr. Brian Haggerty
Sr. Associate Director, Campus Living
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ASSISTANT HALL/COMPLEX DIRECTOR POSITION RESPONSIBILITIES

Staff Supervision and Training (25%)

- Shared supervision of up to 24 Paraprofessional Staff, assisting the RHD/CD in resolving personnel issues
- Conduct monthly individual meetings with Paraprofessional Staff to develop and review goals/outcomes achieved, discuss issues, recognize contributions, provide and solicit feedback.
- In conjunction with the RHD/CD, lead weekly Paraprofessional Staff meetings.
- Attend all departmental and building training sessions and workshops, as required. This includes presenting to the Professional and Paraprofessional Staff as a whole, as well as facilitating in-hall and on-going training/development according to staff needs.
- Assist the RHD/CD in the formal evaluation of Paraprofessional Staff (end of Fall and Spring semesters).

Residential Education Initiatives and Hall Programming - in conjunction with Residence Hall Director (15%)

- Assist in the development, execution and assessment of educational strategies, as a component of the residential curriculum.
- Encourage staff and students in planning and developing programs to meet the diverse needs of the residence hall population.
- Oversee the late-night and passive programming efforts of paraprofessionals in your assigned hall/complex.
- Regularly attend Paraprofessional Staff programs.
- Make programming purchases (shopping with Paraprofessionals Staff members and signing off on food purchases).
- Conduct outreach to designated students for academic interventions.
- Facilitate Paraprofessional Staff One-on-One meetings with residents between 1-2 times a semesters.

Advising Residence Hall or Village Council (30%)

- Assist in the coordination of executive board elections each September using Residence Hall Association guidelines.
- Encourage volunteer student leaders to plan and develop programs to meet the diverse needs of the residential population.
- Develop leadership skills of hall council members. Assist in managing the hall council programming budget.
- Hold student leaders accountable within their leadership roles (i.e. facilitating meetings, submitting minutes, budget tracking).
- Make programming purchases (which may include taking Executive Board members shopping for food, supplies, etc.).
- Assist in holding meetings with Executive Board and the General Body on a weekly basis.
- Attend the RHA Leadership Conference in the Fall Semester and RHA Association Awards in the Spring Semester.

Student Conduct & Crisis Intervention (5%)

- Meet with students in violation of Campus Living and university rules, adjudicate cases, and sanction students. Maintain judicial records through effective use of student conduct software and maintaining accurate files.
- Assist other halls and offices, including University Police or Student Conduct, to investigate and resolve student conduct issues.
- Use departmental protocol to respond to crisis or emergency situations, which includes providing guidance to Paraprofessional Staff and students. Provide post-crisis referrals and follow-up with students and staff.
- Oversee the coordination of Health and Safety Inspections

Maintenance and Operations (5%)

- Report on-going facility and safety/security needs.
- Maintain a relationship with building cleaning staff and maintenance staff including administrative support staff and work directly with the Residential Facilities staff to resolve maintenance issues.
- Assist the Housing Operations Office in maintaining occupancy and ensuring the accurate completion of assigned reports.
- Assist in the opening and closing of the residence halls.
- Assist the Hall Director/Complex Coordinator in securing the building for university vacation periods.
- Inspect rooms and determine assessments at the end of the academic year.

Counseling/Helping/Conflict Management (5%)

- Serve as a resource and referral agent for students and staff with a focus on student success.
- Advise and counsel students in crisis within the residence hall.
- Diffuse student roommate conflicts.

Administrative/Time Management & Departmental Involvement (15%)

- Prepare monthly duty schedules.
- Attend various departmental meetings on a weekly/biweekly basis including, but not limited to:
 - Residential Life Meeting/Development session (1 hour weekly)*
 - In Hall Staff Meeting (two hours weekly)*
 - Area Professional Staff Meeting (two hours weekly)*
 - Meeting with Residence Hall Director/ Complex Director (one hour weekly)*
 - Meeting with Assistant Director (every other week)*
 - Weekly meetings with Resident Advisors (one to three hours per week)*
- Maintain set office hours each week – per Complex Coordinator or Assistant Director instructions. Evening commitments such as staff meetings, hall council and program attendance is also expected.
- Prepare end of semester reports in December and May.
- Participate in at least one Residential Life committee (optional).
- Attend and participate in all Professional Staff training and Paraprofessional Staff training.
- Participate in and carry out responsibilities as required by the professional staff selection process.
- Collaborate with other departmental and university offices such as University Police, Counseling, Student Life, Residential Operations, Residential Facilities or Wellness Education Services.
- Represent the department at various functions such as Nancy Welch Awards, , Paraprofessional Extended Training, RHA Association Awards and other events as needed.

Professional Staff On-Duty Commitments

- AHD/ACD will participate in a rotating “on-duty” system for the residential area, which includes responding to emergencies on evenings and weekends. *These professional obligations are in addition to the outlined 20 hours (approx.) per week.*
- The AHD/ACD will carry a cell phone provided by the department.
- Maintain a 10-minute radius of the duty area when on duty.

PROFESSIONAL STANDARDS AND PROFICIENCIES

In evaluating the performance of a Graduate Assistant, success in the tasks given will also include the following competencies.

- *Job Knowledge/Potential* - Possesses the competence, knowledge and experience to perform the job effectively and efficiently. Applies technical and procedural knowledge to get the job done. Continuously expands job knowledge and keeps abreast of new developments and displays innovation. Completes Professional Development Plan.

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- *Communication* - Clearly and convincingly expresses thoughts, ideas or facts orally and in writing. Responds appropriately to both written and oral directives and ensures clear, timely communications to others. Builds effective formal and informal communication channels.
- *Judgment & Accountability* - Uses good judgment and follows up as needed. Anticipates and identifies problems and helps to bring about resolutions. Is open to or offers different solutions and determines what to handle independently and what to refer. Is accountable and takes responsibility for own decisions and actions.
- *Customer Service* - Provides quality service to customers and seeks feedback from internal and external customers. Anticipates customer needs and continuously searches for ways to increase customer satisfaction.
- *Management/Supervision* - Visualizes, creates, communicates and sustains a positive environment. Delegates appropriately and promotes teamwork and cooperation. Effectively motivates, coaches, develops and evaluates staff.

SPECIAL EVENTS AND COMMITMENTS

The Graduate Assistant position is a part-time position. It is important to recognize that the demands of a live-in position are different from other jobs. The position requires an average of 20 hours per week for a commitment of 900 hours per year. Although GAs are expected to work a full 40 hours per week during Fall [and Winter](#) Training, GAs are not scheduled to work during periods when the residence halls or apartments are closed. While the RHD/CD is away, the AHD/ACD will assume hall leadership under the supervision of an Assistant Director. Other GAs (RHA Co-Advisor, Living Learning GAs) may be asked to assist during these times.

The following events/time periods are mandatory and offer less flexibility in time management than typical weeks.

Late July/August Staff Training— five weeks including some night/weekend responsibilities.

Hall Opening/Closing—full days to cover hall responsibilities to be shared with RHD/CD.

Open House Days—2-4 days each semester.

Paraprofessional Staff Selection—two weekend days each semester (Fall Semester if needed).

January Professional and Paraprofessional Staff Training—full time, one week including weekend responsibilities.

Graduate Assistants are often considered essential employees of the university, and may be required to work in order to provide essential services for students when other staff cannot. This may include official university closings due to extreme weather or when other professional staff members may not be able to be on campus.

All Graduate Assistants must be enrolled a minimum of 9 credits at UB for both Fall and Spring semesters, even if the graduate program or graduate school categorizes you as full-time, with less credits, for other purposes. All GAs must commit to a full academic year appointment (fall/spring). Students who intend to graduate mid-year, or fall below 9 credits should not apply.

Due to the nature of the work – evening commitments, duty (live-in positions), and schedules that fluctuate from week to week, no more than 15 hours of commitments (internships, outside employment) is permitted. Outside work, including internships for credit, must be approved by the supervisor, prior to accepting employment/internships. Internships/employment cannot interfere with their availability for duty. Their personnel “appointment” as a Graduate Assistant may also prevent them from being eligible for compensated work in another office on campus. Any compensation received for work outside of the GA position could impact financial aid. While holding a GA position, they must remain in good academic standing, including not being placed on probation.

Agreement Start Date: August 1, 2021
Report to Work Date: August 2, 2021
Access/Move-in to Apartment: July 29, 2021
Release Date for Fall Recess: November 24, 2021 at 3 pm
Return Date from Fall Recess: November 28, 2021 – time TBD with Assistant Director
Release Date for Winter Recess: December 22, 2020 at 5 pm
Return Date from Winter Recess: January 18, 2022 at 8 am
Release Date for Spring Recess: March 19, 2022 at 3 pm
Return from Spring Recess: March 27, 2022 – time TBD with Assistant Director
Release Date for End of Year: May 25, 2022 at 5 pm
Agreement End Date: May 31, 2022
Vacate/Move-out of Apartment: no later than June 6, 2022 at 5 pm

EVALUATION

The Graduate Assistant is evaluated on a semester basis or as needed. A formal written evaluation is done once a semester and submitted to the Higher Education and Student Affairs master's Program Administrative Director. The RHD or CD (or direct supervisor) evaluates the Graduate Assistant. As this is considered a supervised-practice experience, ongoing communication between supervisory staff and graduate faculty is typical.

CAMPUS LIVING OVERVIEW

Campus Living is the largest self-sufficient unit in UB's Division of Student Life; we have our own human resources, business office, IT operation, custodial and building services staff. In a department that has over 250 full time employees and over 230 Paraprofessional Staff members, Graduate Assistant positions are administratively heavy. The majority of student contact will come from meetings with Paraprofessional staff members. Interactions with residents will come from meetings, advising hall council, academic outreach and addressing student needs.

AREA DESCRIPTIONS

The University at Buffalo houses approximately 5,750 students in residence halls on both the North and the South Campus, and approximately 2,600 students in apartments located on and adjacent to the North Campus. Listed below are descriptions of the three residence hall areas:

Residence Hall Areas

Ellicott Complex and Greiner Hall: The Joseph Ellicott Complex is a self-contained living area housing more than 3,000 students. Ellicott is divided into six quadrangles (residence halls)--Fargo, Porter, Red Jacket, Richmond, Spaulding, and Wilkeson. Living areas are co-educational by alternating sections. Several special-interest areas are located within Ellicott. All of Wilkeson and Spaulding, and part of Richmond house first-year students. Fargo, Spaulding and Wilkeson house Living-Learning Communities.

William R. Greiner Hall is located next to the Ellicott Complex and houses 600 students and is the only facility that serves a sophomore-only population. The building offers suite-style living with two double rooms with an adjoining private bathroom and storage area. Kitchens, laundry rooms and lounges are on every floor, as well as study spaces and intimate seating areas throughout. Multipurpose space for workshops and social gatherings are all available to students.

South Campus Residence Halls: There are two residence hall facilities on the South Campus: Clement and Goodyear. The South Campus is located at the northern edge of Buffalo, bordering the suburb of Amherst. Each hall houses about 500 students. All of Goodyear houses first-year students. Some floors house Living-Learning Communities. Many new students are assigned to the South Campus.

Governors Complex: The Governors Complex has 4 halls in semi-suites, each consisting of four double rooms, a bathroom, and a small lounge. Each hall houses 200 students and 6 Resident Advisors. A large portion of the student population in this complex are first-year students, and many participate in learning communities.

Apartment Areas

Creekside Village is a peaceful townhouse type complex. Located at UB's north end near Bizer Creek. Creekside is one of few "green" campus housing complexes; its landscape and architecture were designed to preserve natural surroundings and for maximum energy efficiency. Creekside offers accessible ranch-style units. Half of the Creekside Village apartment complex is available to graduate students and professional students, and the other half of designated for second-year students.

Flickinger Court is located in the town of Amherst, adjacent to UB's North Campus. Flickinger Court is a townhouse complex designed to meet the needs of married, traditional, and nontraditional students and their families. Flickinger Court apartments are available to Graduate students, professional students, students with families and faculty and staff and offer 12 month leases.

Flint Village is located at UB's main entrance and is a short walk to academic buildings on UB's North Campus. The complex features comfortable and convenient living including its Arts & Crafts-style community center, and is arranged on a beautifully landscaped 16-acre site. Flint apartments are available to professional students and upper-class undergraduate students.

Hadley Village is located on the west side of UB's North Campus and is convenient to the academic "spine." Hadley Village apartments surround a beautiful community building with conference room, mail room, fitness center, and fireplace lounge. Hadley apartments are available to upper-class undergraduate students.

South Lake Village is located on the shore of Lake LaSalle and is a convenient walk to UB athletic and arts events and the academic "spine." The complex, including its large community center, is arranged on a scenic 13-acre lakeside site. South Lake Village apartments are available to professional students and upper-class undergraduate students.

Graduate Assistant Opportunity

Collegiate Science & Technology Entry Program (CSTEP)

POSITION DESCRIPTION:

A Graduate Assistantship (GA) is available with the UB Collegiate Science and Technology Entry Program (CSTEP). This is a flexible with 10-15 hours per week position (based on the candidates' schedule). The GA will be responsible for providing key support and advisement to 360 students enrolled in the CSTEP Program. CSTEP is a program for **talented underrepresented minority students pursuing the licensed professions** (i.e. law, medicine, dentistry, pharmacy, social work, etc.), as well as science, technology, engineering, mathematics (STEM) careers.

The GA serves CSTEP students by developing and implementing **high impact resources** and activities (i.e. research internships, service learning, graduate school preparation, standardized exams and workshops) that add value to their undergraduate career and promote their successful transition to graduate or professional schools or employment in the STEM/licensed professions.

Must work well with diverse populations and be able to work as part of a team. Must have ability to multi-task, be student focused and detailed oriented, have excellent communications skills, be computer savvy, and able to work independently and collaboratively.

Anticipated Start Date: Summer 2021 (flexible)

STIPEND: \$20.00 per hour starting

DUTIES:

- Advise, assist and mentor undergraduate students with graduate/professional school applications, personal statements and resumes
- Plan and assist with promoting student meetings, events and other programming for CSTEP students through interaction and relationships with faculty, staff, and students
- Work with students and staff to implement programs and services including paid research with faculty (both summer and academic year), academic and career advisement, referrals and enrichment programming to increase success and retention for underrepresented students pursuing STEM and the licensed professions
- Coordinate and make presentations regarding CSTEP for recruitment and interview interested students
- Maintain working relationship and serve as a liaison between CSTEP and student clubs and organizations
- Follow-up with students regarding their progress towards graduate and professional school
- Daily office operations including providing high quality service and support to students, staff, and faculty who collaborate with the CSTEP Office
- Assist with database and reports as needed

BENEFITS:

- Competitive salary with health benefits
- Friendly, cohesive work environment and a great holistic experience
- Enhanced communication and leadership skills
- Transferable skills to other helping professions – especially law
- **Renewable through graduation**

REQUIRED CREDENTIALS/QUALIFICATIONS/CHARACTERISTICS:

- Strong communication, organizational and problem solving skills
- Ability to keep track of administrative details in a fast-paced environment
- Ability to maintain strict confidentiality in all aspects of the job
- Knowledge of Microsoft Office
- Dependable, responsible, positive attitude and commitment to serving underrepresented students
- Must be available to work 2 Saturdays during the academic year
- Ability to work with and advise students with limited supervision
- Able to manage multiple projects concurrently

Graduate Assistant
Office of Academic Integrity
June 1, 2021-May 31, 2022

Background:

The Office of Academic Integrity was established in 2019 to provide leadership and expertise in developing and promoting UB's fundamental value of integrity in the academic enterprise. Through educational programming, centralization of adjudication processes and procedures, and evolving initiatives, the Office of Academic Integrity promotes and supports a culture of academic integrity in order to reinforce the quality of teaching and learning at UB. We are seeking a Graduate Assistant to provide administrative support for various office functions and to be an integral member of our small office team.

Duties:

1. Process incoming academic dishonesty cases by checking prior records, applying service indicators, building cases in Maxient software system, scheduling adjudication committees, and more.
2. Assist with assessment and other data collection and reporting projects.
3. Aid in development of educational materials such as orientation videos.
4. Provide administrative assistance for various activities undertaken by the Office.
5. Assist with implementation of new initiatives such as an academic integrity awards event and recruiting, hiring, and training undergraduate Academic Integrity ambassadors, etc.
6. Assist with OAI marketing campaigns: attend student outreach events, create posters and flyers, manage the OAI UBLinked page, etc.
7. Manage student cases through the remediation process, including meetings with students pre and post remediation, grading remediation assignments, communicating with students regarding their case, etc.

Qualifications:

1. Full time graduate student in good standing for 2021-22; enrolled in at least 9 credits or certified full time.
2. Ability to maintain discretion about confidential records.
3. Expertise in Excel, Word, and Outlook.
4. An excellent track record showcasing a high level of organization, attention to detail and follow-through, as well as an ability to consistently meet stated deadlines.
5. Strong analytical and data manipulation skills and excellent communication (written and oral) skills.
6. An interest in ethics and the fair application of policy.
7. The ability to work independently and take control of projects with little supervision.

8. Skills in graphic design and video editing are a plus.
9. Available 20 hours per week June 1, 2021-May 31, 2022.

General:

- Start Date: The position schedule will coincide with the university staff calendar of work days and official holidays. **The position begins on June 1, 2021.**
- Salary: The salary is \$1,000 paid bi-weekly. There is no tuition remission.
- Supervision: Loretta Frankovitch, Assistant Director, Office of Academic Integrity

**GRADUATE ASSISTANT
OFFICE OF STUDY ABROAD PROGRAMS
POSITION RESPONSIBILITIES**

As a Graduate Assistant in the Office of Study Abroad Programs, the main responsibilities are:

- Become familiar with University at Buffalo and SUNY overseas programs, as well as University at Buffalo policies and procedures for study abroad participants
- Serve as a point of contact for the office with regard to:
 - Advisement of students who are researching and selecting a study abroad program, and on policies and procedures related to study abroad
 - Answering requests for information (by mail, in person, by phone)
- Assist with projects relating to assessment of study abroad, residence life outreach, student engagement upon return from study abroad, and connecting current, past, and prospective participants as well as promoting study abroad programs through social media
- Participate in outreach events representing the office at general information tables, classroom visits and workshops
- Assist with creating and updating office publications (brochures, participant guides, marketing materials, bulletin boards, etc.).
- Assist with organizing and preparing for study abroad events (orientations, study abroad fair, photo exhibition, re-entry programming, etc.)
- Assist with student mobility paperwork including outbound student applications, course articulation requests, transcript supplement processing, incoming exchange student application processing and course registration
- Other duties as assigned by the Study Abroad Programs Staff

REQUIRED QUALIFICATIONS

- Experience studying abroad (preferably through the SUNY system)
- Competency in Microsoft Office Suite (Word, Excel, Publisher, etc.)
- Excellent verbal and written communication skills

COMPENSATION Graduate assistants in our office receive:

- A graduate tuition scholarship which covers up to nine credit hours of graduate tuition per semester
- Position starting salary of \$575 biweekly (\$5,750 per semester)

Graduate Assistant for Orientation, Transition and Parent Programs (OTPP)

Orientation, Transition and Parent Programs (OTPP) at UB is responsible for 1) planning, coordinating, implementing, evaluating, and enhancing “NEW to UB” programs and initiatives designed to help incoming undergraduate students transition successfully to the University at Buffalo, and 2) encouraging and educating students’ parents (and/or other adult family members) to be actively and appropriately involved in supporting their UB student.

While working in OTPP, the graduate assistant will have hands-on experience in programming, student staff management, and customer service. We are excited to welcome a graduate assistant who is willing to take initiative, contribute high quality work, care for and invest in OTPP work, and bring their aptitude and creativity to the job. The graduate assistant should embrace prioritizing tasks by importance and be interested in learning to problem solve and work autonomously.

Responsibilities might include:

- Assist with “NEW to UB” project-based curriculum or program development (e.g., assist with review of “Life at UB” skits for Summer Orientation or “How to UB” curricula review and development for Welcome Weekend)
- Assist with Year One initiatives, including:
 - Support of Year One e-communications (e-newsletters sent to student populations in their first semester and/or year at UB)
 - Assist with Year One workshop track by developing curriculum and implementing OTPP-led workshops
- Assist with “New to UB” undergraduate student staff (Orientation Leaders, Welcome Weekend Leaders, Year One) recruitment, interview, selection, and training during the academic year
- Learn OTPP in-office operations and be added to the rotation of “on-call” professional support of Student Assistants
- Support OTPP programs during the academic year by staffing, assisting with project-based event planning, preparing materials, presenting/facilitating sessions, or contributing to staff training (e.g., Welcome Weekend and Spring Orientation)
- Assist with other OTPP responsibilities and priorities (e.g., representing OTPP at university recruitment or yield events, and other University or Student Life events) as assigned or interested
- Share/research new ideas and initiatives to implement based on own experiences, conference sessions, graduate coursework, and relationships with various colleagues
- Fulfill other responsibilities assigned

Upon hiring, OTPP GA and their supervisor will identify a specific set of responsibilities based on OTPP priorities/initiatives, Student Life strategic and yearly priorities, and GA interest and skill. This position will allow for growth in critical thinking/problem solving, oral/written communication, teamwork/collaboration, digital technology and global/intercultural fluency. Additionally, GA and supervisor will work together to develop additional competency areas for growth based on position and individual interest.

Compensation package:

- Standard academic year GAs’ appointment is for 10 month (20 pay periods). Student Life assistantships go a little bit more than 10 months, 20.5 pay periods to be exact.
 - a. **Start date:** August 5, 2021
 - b. **End date:** May 18, 2022
- Graduate student employees are generally expected to provide 20 hours of service per week.
- In-State tuition will be paid for Fall and Spring enrollment for up to 12 credit hours each semester.
- The stipend for the whole appointment is \$10,000
- Graduate Assistants with at least a half assistantship and employed at a stipend rate of at least \$4,122 per academic year qualify for a health insurance plan

Supervisor: Val Luttran, Coordinator

Email: vglutra@buffalo.edu

Website(s): buffalo.edu/studentlife/orientation | buffalo.edu/orientation

Student Conduct and Advocacy

<https://www.buffalo.edu/studentlife/who-we-are/departments/conduct.html>

Supervisor: Michael B. Hilburger
Email: mbh7@buffalo.edu

This position provides a unique opportunity for the Graduate Assistant to interact in meaningful ways with students, University at Buffalo administrators - academic and otherwise, the University community and the community at large. The Graduate Assistant will gain experience in working and accomplishing goals with diverse groups of people in many different capacities throughout the University setting, gaining valuable contacts and building mutually beneficial relationships.

Among special projects that may be asked of the Graduate Assistant in this position, the following is provided as a guideline for some of the tasks to expect – inclusive of, but not limited to:

- **Community Service Coordinating 45%**
 - *Because of the COVID-19 pandemic, the Community Service program is currently paused. Until the program resumes, the position will have enhanced responsibilities in Student Advocacy, miscellaneous functions and COVID-19 response.*
 - Coordinating all community service assigned to students through conduct processes or local courts
 - Holding community service meetings with students to assign them to work sites
 - Communicating with site supervisors and building/maintaining community service site base
 - Managing and maintaining community service records
 - Meeting and communicating with students via phone and email regarding their community service issues

- **Student Advocacy 45%**
 - Responding to inquiries (e-mail, walk-in, referrals) and assisting students for various student related issues
 - Common issues include, but are not limited to
 - Academic Grievances and/or disputes with professors and departments
 - Accusations of Academic Dishonesty
 - Personal problems
 - Administrative problems
 - Miscellaneous complaints
 - Attending Academic Dishonesty Hearings as an advisor to the student
 - Attending other meetings and hearings with the student and academic administrators

- **Outreach and Miscellaneous Functions 10%**
 - Participating in presentations (Orientation, in-class, staff and faculty)
 - Observing/ Participating in University's Conduct Processes

Student Conduct and Advocacy

University at Buffalo
9 Norton Hall, North Campus
Buffalo, NY 14260-1800
Phone: (716) 645-6154; Fax: (716) 645-3376
buffalo.edu/studentlife/conduct

Here to Career Competencies. The Graduate Assistantship is part of the Here to Career student employment program. While the responsibilities may touch upon all of the Here to Career Competencies, the position will primarily see experience/growth in the following areas:

- Critical Thinking/Problem Solving
- Oral/Written Communication
- Professionalism/Work Ethic

We will work with the incumbent to develop their career readiness in these competencies as well as those tailored to their incoming skill-set and interests.

Compensations package:

- Standard academic year GAs' appointment is for 10 month (20 pay periods). Student Life assistantships go approximately from August 5, 2021 to May 18, 2022.
- Graduate student employees are generally expected to provide 20 hours of service per week.
- In-State tuition will be paid for Fall and Spring enrollment for up to 12 credit hours each semester.
- The stipend for the whole appointment is \$10,000.
- Graduate Assistants with at least a half assistantship and employed at a stipend rate of at least \$4,122 per academic year qualify for a health insurance plan.

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Graduate Assistant Opportunity - Student Services

The School of Social Work (SSW) **Student Services Graduate Assistant (SSGA)** works under direct supervision of the Assistant Director of Student Services.

The SSGA will provide MSW students with support transitioning into graduate school and the School of Social Work, support the development and coordination of the SSW orientation programs and community building initiatives, and assist in providing MSW students with opportunities to learn and refine their levels of professionalism. In coordination with the Student Services team (Assistant Dean for Student & Academic Affairs, Assistant Director of Student Services, and Student Services Advisor), the SSGA will help to develop and implement student support programs, such as the Peer Support Network peer mentor program for online MSW students, and student workshops, such as those utilizing career specialists, alumni volunteers, and panel discussions. Additionally, the SSGA will help to coordinate, develop, and maintain written materials and announcements.

The primary responsibilities of this position include but are not limited to:

- Serve on Student Services Team to assist in the development and facilitation of MSW orientations in January, May, July and August.
- Assist with ongoing curriculum development of MSW pre-orientation courses in UB Learns.
- Assist in the coordination, development and implementation of workshops targeted toward MSW student needs.
- Support and oversee community building initiatives for students in online MSW programs, including the Peer Support Network peer mentoring program.
- Develop and assist with initiatives to support student career and professional development.
- Develop written materials to support student transitions, such as workshop promotions and announcements, student website content, and improving the content and flow of the MSW Handbook.
- Assist with student services assessments and research.
- Manage UBSSW Student Services social media platforms.
- Other duties as assigned.

Required Qualifications:

- Be admitted and subsequently enrolled in a University at Buffalo graduate program.
- Have experience and qualifications that relate to the position requirements, such as familiarity with online learning platforms such as UB Learns, and online meeting software.
- Must be available to work 20 hours per week (during regular work hours 8-5pm) throughout the academic year.
- Be a full-time graduate student enrolled in at least nine credits at the University at Buffalo.
- Remain in good academic standing over the course of the academic year.

School of Social Work Student Services



University at Buffalo

School of Social Work

- Ability to take initiative related to further enhancing the position. This could include offering suggestions to enhance programming, inquiring about other needs within the school administration, or exploring opportunities for collaborations such as presentations or publications.

***Please note:** Due to student information access and potential conflicts of interests, some School of Social Work Graduate Assistantship roles prohibit current MSW students from being eligible for specific graduate assistantship positions.

Preferred Qualifications:

- Be enrolled in a University at Buffalo graduate degree program in Higher Education or a related field
- Experience with orientation programs
- Experience leading workshops and/or large groups
- Strong interest in career/professional development
- Strong writing skills
- Openness to explore and try new approaches to teaching/leading
- Strong interest in Higher Ed. Administration/Student Affairs/Student Development theories

Graduate Assistantship Expectations:

- SSGA will work 20 hours per week during the appointment term. During this time, regular work hours (8am – 5pm, M-F) must be utilized to fulfill the requirements of the position.
- Maintain a consistent/pre-set GA work schedule. *Alterations of hours must be approved by the supervisor.

Appointment Term:

July 1, 2021 – June 30, 2022 (start date negotiable)

Compensation:

Biweekly stipend in the amount of \$391.04* and in-state graduate student tuition scholarship for up to 12 credits per semester.

Position Contact:

Joshua Hine
Assistant Director of Student Services
School of Social Work
jchine@buffalo.edu

**2020-2021 stipend rate, subject to change for 2021-2022. This position includes eligibility for enrollment in the Student Employee Health Insurance Plan.*

School of Social Work Student Services

669 Baldy Hall
Buffalo, NY 14260
(716) 645-1863
jchine@buffalo.edu
socialwork.buffalo.edu

GRADUATE ASSISTANT– STUDENT UNIONS

The selected candidate will work closely with members of the Student Unions professional staff, and constituents, to complete the assistantship. The scope of the internship will allow the individual to gain exposure to the day to day functions of the Student Unions operations at a large research university. Experiences *might* include event marketing and setup, student outreach, customer service, process improvements and benchmarking. **The focus of this specific internship is outlined below and a final determination will be made by the Graduate Assistant and the direct supervisor.**

STATUS: Part-time, 10-month position beginning August 5, 2021 through May 18, 2022.

General Expectations

- The Graduate Assistant (GA) is a salaried position with an average of approximately **20 hours** per week through the course of the appointment. A contract/agreement will be completed and agreed upon by the GA and the direct supervisor no later than the second week of the internship. This position is ineligible for overtime.
- The GA will participate in professional staff meetings and professional development sessions as scheduled.
- The GA will meet individually with the direct supervisor(s) on a bi-weekly basis.
- The individual will be expected to assist in the delivery of service to customers, including, but not limited to, general office coverage and administrative support as needed.

Responsibilities:

The Graduate Assistant will be responsible for assisting with the day to day operations of the Student Unions. This will include facility reservations, event setup, event marketing, and management of student staff. The Graduate Assistant will serve as a customer service representative, in all areas of the Student Union. The following items would be included as experiences or semester/term-long projects. Depending on the specific outcomes agreed upon, some items may be removed from the final assistantship agreement.

- General Student Unions Operations
 - Assist with space allocation procedures
 - Assist in training of Student Unions Student Assistants and Building Managers
 - Benchmarking for annual review and assessment for Student Unions
 - Attend and participate in all weekly meetings and volunteer activities
 - Assist with the scheduling and confirming of reservations using Events Management Software (EMS)
 - Provide evening and weekend coverage as an event supervisor as needed
 - Meet with Student Unions staff to ensure the successful execution of all special events and projects
 - Research customer service programs and training
 - Coordinate with the event organizers to determine event needs, scope and event specifics
 - Identify ways to improve upon current technology, processes, and procedures
 - Engage in continuing education and professional development opportunities
 - Assist with student outreach and marketing
 - Send out a Student Unions monthly newsletter
 - Assist with Blue Table needs

Compensations package:

1. Graduate student employees are generally expected to provide 20 hours of service per week.
2. In-State tuition will be paid for Fall and Spring enrollment for up to 12 credit hours each semester.
3. The stipend for the whole appointment is \$10,000
4. Graduate Assistants with at least a half assistantship and employed at a stipend rate of at least \$4,122 per academic year qualify for a health insurance plan

**Office of Alumni Engagement Graduate Assistant Job Description
FY 2021-2022**

Compensation: Yearly stipend of \$10,568 (As per 2020-21 academic year. Please note: tuition assistance not offered)

Term: August 23, 2021 – May 27, 2022

Hours per week: 20

Reporting Relationship:

Primary oversight by Assistant Director for Young Alumni and Student Programs.

Secondary oversight by Engagement Assistant for Lifelong Learning

The Graduate Assistant will support the efforts of the Office of Alumni Engagement. Responsibilities include, but not limited to the following:

CLASS OF 2021 PROGRAM PLANNING (30%)

- Plan and execute a series of events for graduating students
- Collaborate with partners to reach established goals for critical information updates prior to commencement
- Liaison to campus partners and student affairs offices, building on existing relationships and exploring new connections

FUTURE ALUMNI LEADERSHIP COUNCIL (25%)

- Oversee the Future Alumni Leadership Council
 - Manage student volunteers and coordinate activities/events
 - Continually recruit student leaders to fill future leadership council positions
 - Work closely with Young Alumni Leadership Council to foster interactions between the two groups and steward the progression from engaged students to engaged young alumni
- Manage daily operations, events, outreach and recruiting

SCHOLARSHIPS (20%)

- Manage the J. Scott Fleming Merit Award, the Willie R. Evans Legacy Scholarship, and the Alumnae Scholarship processes – compile and review applications, interview selected candidates and coordinate overall logistics

GENERAL OFFICE SUPPORT (25%)

- Support general needs of the Office of Alumni Engagement
- Event coverage
- Peer research
- Data entry
- Support needs of UB Capital Campaign



Graduate Residence Director

2021-2022

Niagara University, Office of Residence Life

JOB SUMMARY:

The Graduate Residence Director works under the supervision of a full time professional staff member. The GRD is responsible for the supervision of their assigned building in cooperation with their supervisor. This position will provide support services to students, supervise hall staff, oversee programming, as well as adjudicate low level student conduct cases. The GRD participates in an on-call rotation for with 3 other staff members.

Appointment: August 2021 – May 2022, renewable each year while in a graduate program upon successful performance review and continued successful progress toward graduate degree

ESSENTIAL DUTIES:

- Responsible for establishing and maintaining a strong community within the residence hall(s) with Community Advisor staff of 9-14 CAs.
- Co-supervise and evaluate assigned staff including conducting regular one on ones, staff meetings and in-service trainings.
- Coordinate residence hall staff programming including management of programming budget.
- Adjudicate low level student conduct cases focusing on educational and developmental outcomes.
- Assist with daily operation of the residence hall(s) including building opening/closing, distribution and collection of keys, monitoring of room inventories and room changes, follow up on work orders and damage billing.
- Serve as on-call staff for emergencies and crisis situations.
- Considered "Essential Personnel" whose physical presence is required on campus in the event of an emergency and must also be prepared to address those functions remotely (from off-campus) if travel is not possible.
- Make referrals to appropriate academic and/or administrative departments as necessary.
- Be knowledgeable of and enforce University policies and procedures.
- Maintain regularly scheduled office hours (balancing daytime and evening availability) and be available to students.
- Conduct weekly inspections of assigned areas to build community and assess damage/vandalism.
- Participate in recruitment, selection and training of residence hall staff.
- Facilitate student interaction and provide opportunities for their growth and development.
- Liaise with maintenance and cleaning services on campus, ensure the halls are safe and clean, submit work orders and assist students with resolution of issues.
- Attend all staff meetings and professional development sessions as determined by Residence Life and/or Student Affairs.
- Serve on departmental committees as assigned, such as CA Selection, Room Selection, CA Training, etc.



NIAGARA UNIVERSITY

- Be available for general support and assistance of resident students.
- Assist in the room selection and room assignment processes.
- Work to fulfill Residence Life strategic plan initiatives.
- Maintain confidentiality of information (including but not limited to: student and employee personal information, student grades, etc.), both during and after their employment with the University. Any question regarding the confidentiality of material, should be referred to the supervisor.
- Perform other duties as assigned.

REQUIREMENTS

- Bachelor's degree and current enrollment in a student affairs/higher education graduate program.
- Residence hall staff experience at undergraduate level preferred.
- Demonstrated commitment to diversity.
- Strong interpersonal, organizational, written and oral communication skills.
- Ability to work evenings, weekends, holidays and to attend campus programs/events.
- Ability to carry a University provided cell phone while on call. Ability to remain within 15-20 minutes of campus (flexibility is allowed to accommodate for class times).
- A valid driver's license is required that satisfies both University and insurance company underwriting rules and regulations for driving a motor vehicle. Must also be able to operate a motor vehicle in Canada.

COMPENSATION

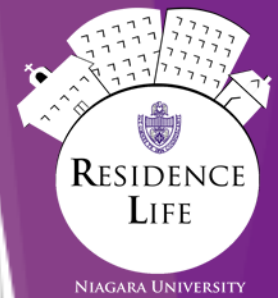
- \$8,000 annual stipend, opportunity for further pay on breaks
- Free housing in an on campus suite or apartment
- On-campus meal plan when fall and spring classes are in session

CONTACT:

- Kimberly Fenton, Director of Residence Life—(716) 286-8566 or kfenton@niagara.edu

ABOUT RESIDENCE LIFE

AT NIAGARA UNIVERSITY



Student care is at the heart of the mission of the Office of Residence Life. We strive to create inclusive, safe and engaging communities that support the academic, personal and spiritual growth of our resident students. We train our GRD staff to develop a high-touch student affairs practice, to have direct supervision of Community Advisors, and involve them in all the many things our office does. You'll be able to learn and really make your mark here.

RESIDENCE LIFE IN A NUTSHELL

- We house up to 1,447 students in 7 different residential areas
- Room types include singles, doubles, triples, apartments and houses (themed housing)
- 52 Community Advisors (including 9 Lead Community Advisors)

HIGHLIGHTS OF THE GRD EXPERIENCE

- As members of a small team, GRDs are at the center of our major processes (such as CA Recruitment, Training, Housing Selection, etc.) You'll have many opportunities to learn, provide input and bring your ideas to life.
- Our department is extremely hands-on with students and our highest value is student care. You'll get the opportunity to be on the front line, both on-call and in your office hours, providing support and resources to students.
- You'll see behind the scenes and learn how major residence life decisions are made and will even have opportunities to give input.

DEPARTMENT STRUCTURE

- 4 Graduate Residence Directors
- Associate Director
- Director
- Office Coordinator



NIAGARA UNIVERSITY QUICK FACTS

- 4-year private liberal arts University granting bachelor's, master's and doctoral degrees
- Approximately 3,300 undergraduate students and 850 graduate students
- Rooted in Vincentian tradition: named for St. Vincent de Paul and focuses on service
- University Core Values: Knowledge, Integrity, Compassion, Creativity, Spirituality
- 25 minutes from Buffalo, NY, under 2 hours from Toronto, CA
- Division I athletics - Go Purple Eagles!
- New dining hall: Salvatore's Dining Commons - opened in 2017

