



GRADUATE ASSISTANT for LEADERSHIP & ENAGEMENT (GRADUATE INTERN) POSITION DESCRIPTION

I. GENERAL SCOPE OF POSITION

The Graduate Assistant for Leadership and Engagement (GALE) is a ten-month live-in graduate internship position. When classes are not in session, excluding Spring Break, the GALE position is full-time (35 hours per week); when classes are in session, the position is part-time (25 hours per week). The GALE works with the Associate Director for Residential Life to foster leadership opportunities in the residence halls and apartments through co-advising the Residence Hall Association (RHA) and providing guidance to Residence Hall Council advisors. The GALE may also support student life campus crisis response.

There are opportunities to become involved in Departmental, Divisional and University levels. Such involvement may include serving on committees, working on special projects, and undertaking special assignments. Possible areas of involvement include but are not limited to staff training; student leadership development; off campus-living student support; basic needs initiatives; academic initiatives; alcohol and other drug (AOD) education; multicultural and social justice education; orientation; and health and wellness.

In weeks when class is in session, it is estimated that the GALE will have 8 hours of work related to advising RHA; 8 hours of departmental or building administrative work and meetings; 3 hours of coordinating or promoting campus-wide events; 3 hours of conduct meetings and follow-up; and the remaining hours can be dedicated to student crisis response during business hours and/or professional development opportunities. These estimations may change based on the needs of RHA and/or department, and may vary based on the needs at the specific time of year, however, these exceptions to typical workflow would be maintained within the GALE's 25 hour work week". The GALE may work up to 10 additional hours/week during the peak times of Fall Training, Winter Training, opening, and closing for a total of up to 35 hours/week.

II. ACCOUNTABILITY TO UNIVERSITY MISSION, VISION, AND VALUES

As part of the larger staff in Student Life, the GALE collaborates and cooperates across divisions and departments to create a supportive University community that encourages student learning and development in the Jesuit Catholic tradition and commits to:

- Promoting a common good that includes the needs of all students
- Engaging differences in a manner that allows students to learn from the diversity of perspectives, experiences, and traditions that exist within the University community
- Providing experiences that challenge students to develop spiritually, intellectually, emotionally, physically, socially, culturally and morally in order to prepare them to contribute to the University community
- Drawing out the leadership qualities inherent in every individual, and to providing opportunities for students to apply knowledge and skills
- Creating an environment that supports a socially responsible way of being together in community
- Recognizing and celebrating the achievements and contributions of all students



III. SPECIFIC DUTIES AND RESPONSIBILITIES

Residence Hall Association Development and Advising

1. Assist in the recruitment, selection, supervision, recognition, and training of Residence Hall Association Executive Board members.
2. Assist Residence Hall Association (RHA) Executive Board members with personal and professional concerns.
3. Assist in the recruitment and selection of professional staff.
4. Advise and attend weekly Residence Hall Association Executive Board meetings; meetings may occur outside of business hours.
5. Develop rapport and maintain contacts with members of the Office of Community Living staff and Office of Student Housing staff (including Residence Hall Association Executive Board members, Resident Advisors, Community Assistant Desk Staff, other graduate assistant staff, and full-time professional staff).
6. Oversee and approve all expenditures for RHA and RHA conference delegations.
7. Assist in Residence Hall Association opening tasks including delivering linens to new students.
8. Maintain office hours to facilitate staff contact.

Residence Hall Council Development

1. Advise RHA in developing the recruitment of student government members for Residence Hall Council (RHC) and other student leadership opportunities.
2. Advise a Residence Hall Council advisors to meet their responsibilities. Advisory responsibilities include attending weekly meetings, facilitating the growth of members through training, meeting with executive council, etc.
3. Oversee and approve expenditures for Residence Hall Councils.
4. Develop rapport and maintain contact with student leaders.

Individual Student Development and Contact

1. Collaborate with the Residence Director(s), Assistant Residence Director(s), Resident Ministers, and other Student Life staff to implement principles of the residential curriculum that actively foster a sense of community amongst the residential community. Assume a leadership role in teaching departmental values to Residence Hall Association, Residence Hall Council, and other residents.
2. Serve as a Resolution Staff Member as part of the Student Conduct process, conducting student conduct meetings about residential and University policy violations.
3. Confront students regarding inappropriate behavior.
4. Assist students with personal concerns and make appropriate referrals.
5. Maintain office hours to facilitate student contact.

Campus Wide Programming and Promotion

1. Serve on departmental Social Media committee to promote campus programs and engage residents.
2. Oversee campus wide residential initiatives such as Moonlight Munchies, Res Life Carnival, Closing Donation Drives, and respective FYRE & CoRE welcome events, etc.

Other Duties

1. Serve as the liaison between RHA and Student Leadership and Engagement to increase



collaboration and programmatic awareness. Maintain liaison relationships with other University departments.

2. Participate in departmental/divisional development activities as appropriate.
3. Serve on selected department and University committees.
4. Other duties as assigned (by the Residence Director, Associate Director for Residential Life, Assistant Dean of Students/Director of Community Living, Dean of Students, and/or Vice President of Student Life or designee).

IV. SUPERVISION RECEIVED

The Graduate Assistant for Leadership and Engagement reports to and is supervised by the Associate Director for Residential Life. Verbal contact is expected on a regular and frequent basis. Written reports may be expected concerning specific situations. Decisions involving delegated areas should be communicated to and/or made in consultation with the Associate Director.

V. QUALIFICATIONS

Bachelor's degree required, must be concurrently enrolled in a graduate degree program at the University of San Francisco; 1 year of residence life and/or transferable student affairs experience preferred.

VI. COMPENSATION

A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term. Interns will work at a rate of \$18.07 per hour. 35 hours per week for 8 weeks prior to the semester starting, 25 hours per week during the semester. The intern will also be provided a furnished single-occupancy suite and meal plan. Funding support for professional development in the amount of \$350 will be provided by the host department. Please note all compensation is taxable.

VII. CONTACT/HIRING MANAGER: Domonique Crosby, Associate Director for Residential Life

VIII. APPLICATION PROCEDURE: Please visit <https://myusf.usfca.edu/student-life/student-affairs-internship-program> for details on how to apply.

The University of San Francisco is a Jesuit Catholic university founded in 1855 to educate leaders who will fashion a more humane and just world. Candidates should demonstrate a commitment to work in a culturally diverse environment and to contribute to the mission of the University.

USF is an Equal Opportunity Employer dedicated to affirmative action and to excellence through diversity. The University provides reasonable accommodations to qualified applicants with disabilities upon request.