



Office of Residence Life

227-229 Warren Square

Bethlehem, PA 18015

(610)758-6598 Fax (610) 758-5153

<http://www.lehigh.edu/~inlife>

Graduate Assistant Position Description

Office of Residence Life

Title: Graduate Assistant for the Office of Residence Life

Reports to: Assistant Director of Residence Life

Minimum Qualifications:

- Bachelor's degree required.
- Full-time Lehigh University graduate student (minimum 9 credits per semester)
- Prior experience as a Lehigh University Gryphon with positive recommendation from supervisor(s) strongly preferred.
- Interest in exploring the field of Student Affairs, specifically, the area of Residence Life.
- Ability to complete projects on time and on budget, and report on status and progress.
- Excellent administrative, organizational, and time management skills.
- Computer skills with experience using social media including HootSuite, Facebook and Twitter.
- Proficiency in word processing, spreadsheet, database, and presentation and design software for marketing events.
- Familiarity with Lehigh specific software including the student portal, Course Site and the Hub preferred. Proficiency in word processing, spreadsheet, database, and presentation software.
- Website design skills preferred.

Purpose of the position:

The Graduate Assistant (GA) in the Office of Residence Life is a live-on position will concentrate on two key initiatives that align directly with the Division of Students Affairs. Primarily, the GA is responsible for the coordination, planning, and implementation of Lehigh After Dark event(s) namely, weekly Thursday Night Trivia. Through this initiative, the GA will collaborate with Gryphons, RHA, in addition to various other offices, clubs, and organizations. Secondly, the GA will maintain and update all social media outlets for Residence Life. The GA will strive to engage all residential students with our social media. The GA will be provided with the opportunity to develop professional contacts with Dean of Students and learn more about the Office of Residence Life (ORL) and the larger field of Student Affairs.

Compensation:

The Graduate Assistant is a professional, live-in position within the Office of Residence Life within the Dean of Students (DOS) Office who reports to an Assistant Director of Residence Life. The position responsibilities require a minimum of 20 hours per week. Employment begins August 1 and ends May 31. The compensation package includes 9-credits of paid tuition per semester (a total of 18 for the academic year), as well as a stipend of \$11,330. Additionally, this position requires that the student live in a furnished one bedroom apartment in Richards House. The student will be responsible for paying the rent for that space. This amount includes the cost of utilities, local telephone service, cable television, and internet access. The student will be able to participate in a meal plan during the fall and spring semesters while classes are in session.

Graduate Intern Responsibilities

I. General Requirements:

- a) Be a full-time registered Lehigh University graduate student (minimum 9 credits per semester) at Lehigh University.
- b) Review and sign the Campus Guidelines and abide by all elements put forth in that agreement.
- c) Return to campus prior to each semester to assist with facilitation of Gryphon training (August, January).
- d) Maintain confidentiality when appropriate and in accordance with training.
- e) Abide by all University policies, rules, and regulations.
- f) Attend weekly ORL staff meetings and DOS meetings as appropriate.
- g) Serve as a resource to the Gryphons, Head Gryphons and Assistant Directors.
- h) Develop and maintain collaborative relationships with the Office of Residential Services and Dean of Students Offices.
- i) Provide continued support to ORL staff throughout the academic year by assisting with administrative duties, benchmarking, and new projects as developed.
- j) Abide by all University policies, rules, and regulations including, but not limited to, the General Provisions of Occupancy (GPO), Residential Services and Residence Life Campus Guidelines and the Student Code of Conduct.
- k) Serve as a positive representative for the Office of Residence Life.
- l) Create a transition report to provide necessary information for the upcoming year.

II. Social Media:

- a) In coordination with an Assistant Director, oversee all aspects of Residence Life social media efforts including Hootsuite, Facebook, Wordpress blog, YouTube, and Twitter.
- b) Garner student interest and participation in social media.
- c) Facilitate creation of blog content by students, alumni, faculty, and staff.
- d) Post to social media sites and blog on a regular basis.
- e) Coordinate contests and initiatives via social media.
- f) Provide Gryphon staff with tips and tools to effectively and efficiently utilize social media with their residents.
- g) Collaborate with AD supervisor to conduct assessment of social media initiatives.
- h) Link social media to ORL website.
- i) In conjunction with social media updates, regularly manage ORL website for current information updates, news/announcements, content addition/removal, and overall organization.
- j) Evaluate and research other residence life social media outreach and websites for new ideas to better market and publicize our office.

III. Community-wide / Late night initiatives

- a) Investigate and become knowledgeable about current late night initiative philosophy and strategies.
- b) Identify opportunities for collaboration between the Office of Residence Life and the current Student Affairs Lehigh After Dark committee.
- c) Serve as a representative on the Lehigh After Dark Committee.
- d) Develop late night programmatic strategy for the Office of Residence life with a focus on social events.
- e) Coordinate campus-wide residential programs (Thursday Night Trivia in Hawk's Nest) and obtain funding from the Lehigh After Dark Committee.
- f) Provide support /resources to Gryphons, RHA, and RHC's in developing late night programming within their residence halls as needed.
- m) Oversee Gryphon Cup coordination, staff point tracking, and regular announcements of staff standing in the Gryphon Cup.
- g) Assess late night programming and provide statistics, numbers, and necessary information.
- h) Attend late night programs.