



Graduate Assistant for The Landings at Terra Village

POSITION: Graduate Assistant for The Landings at Terra Village

SUPERVISOR: Director of Housing Operations

DEPARTMENT: Student Affairs

GENERAL JOB DESCRIPTION

The individual will report directly to the Director of Housing Operations of The Landings at Terra Village. The Residence Life Coordinator, Graduate Assistant (RLC) is responsible for assisting the Area Director in the overall management, programming, and community development at The Landings at Terra Village. The Residence Life Coordinator (GA) will assist in the supervisory responsibilities of four paraprofessional student Resident Assistants. Assist with the training of the Security staff, including hiring, terminating, recommending disciplinary actions, and prioritizing/assigning responsibilities.

RESPONSIBILITIES AND EXPECTATIONS

- Assist in the supervision and advisement of the Resident Assistants (RA's)
- Assist in the implementation of Resident Assistant Trainings (Fall and Spring)
- Coordinate and provide leadership advice and encouragement for developmental, educational, social, and recreational programs in the residence hall
- Provide crisis intervention and other referral services for residents to curtail student misconduct
- Facilitate at least one paraprofessional staff meeting a month
- Serve as the programming coordinator for Resident Assistant Programming
- All other duties as assigned
- Participate in evaluation of job performance at least once a semester
- The Graduate Assistant must reside in a one bedroom, one-bathroom studio apartment at the Landings at Terra Village.
- Maintain 20 work hours per week in order to fulfill duties listed above.
- The graduate assistant will be expected to set open office hours for scheduling meetings with students.

- The graduate assistant will be responsible for a variety of roles as a paraprofessional staff member. These roles include Community Builder, Programmer, Team Member, and Encourager.

EXPECTED KEY COMPETENCIES

- Interdependence:* Fosters collaboration across the University
- Communication:* Strong decision-making and communication skills
- Accountability:* Formulates effective and progressive strategies aligned with University mission and values
- Respect:* Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together.
- Entrepreneurship:* Influences and Inspires

QUALIFICATIONS, SKILLS AND ABILITIES

- Enrollment in Tiffin University's graduate program
- Bachelor's degree required
- Must live within the Landings for the full academic year
- Position requires nights, weekends, and some evening hours.

REMUNERATION

Remuneration for working during the academic year will include a Tiffin University tuition waiver for graduate classes, a \$4,800 stipend (paid over a nine-month contract), a 1-Bedroom 1-Bathroom Apartment at The Landings at Terra Village, and a campus meal plan at Terra State.





increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

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