

Graduate Assistant for Residential Life

Department:	Student Housing & Residential Life
Appointment Dates:	ASAP
Hours and Compensation:	20 Hours/Week at \$16.25/hour
Expected Work Hours:	Between Monday - Friday, 8:00 AM - 5:00 PM; Some evenings and weekends as needed.

Supervision:

The position is directly supervised by a Community Director and serves on the Residence Life Team.

Position Focus:

Is a part-time paraprofessional position for the daily operation of residential community housing for predominantly traditional-age college students from significantly diverse backgrounds. The Graduate Assistant will assist the Community Director in creating a comprehensive and responsive student-centered educational program for their area of responsibility.

Position Qualifications:

- Enrollment and attendance in classes at California State University, Northridge with a minimum of 8 graduate units.
- Genuine interest in exploring the field of Higher Education or working on a college campus required.
- Leadership experience and previous involvement in a student organization preferred.
- One year of residence life experience preferred.
- Good academic standing with a cumulative GPA of 3.0 or higher.
- Supervisory/Advising experience preferred.
- Training and presentation skills preferred.
- Conflict and Mediation skills preferred.
- Good judicial and financial standing with the university and Student Housing.
- Excellent organizational and communication skills.
- Involvement in extra-curricular activities and employment beyond the Graduate Assistant job is limited to a total of 15 hours per week and must be approved by supervisor.

Responsibilities:

Specific duties and responsibilities will be determined by the supervisor and department. Areas in which the graduate assistant might be involved include:

- Assist in the supervision, mentorship, and development of up to 10 resident advisors.
- Assist in facilitating staff meetings for resident advisors.
- Participate in Residential Life Team meetings.
- Assist in other departmental special projects as desired (i.e., Recruitment & Training, Academic Judicial Conduct Meetings, Community Building, Programming)
- Advise RHA Council Directors and/or Affinity Groups.
- Engage in direct individual student contact with resident advisors and office assistants.
- Attend and participate in all training and departmental staff meetings as requested.
- Administrative duties and tasks as assigned.

Skill Development:

- Direct experience with student advising and development.
- Face-to-face informal counseling contact with students.
- Experience with paraprofessional staff selection and training.

- Experience with program development and implementation.
- Experience understanding CSUN student leadership development.
- Facilitate collaborations between Student Affairs Offices & students.
- Potential for skill development in other desired areas of Residential Life.
- Experience with qualitative and quantitative assessment techniques.
- Experience with the budgetary process.

Hiring Timeline:

- Application period: Open until filled
- Interviews: T.B.D.
- Decisions: T.B.D.

To apply, please email reslife@csun.edu with your resume/CV and cover letter. Ensure you email with your @my.csun.edu email address to have access who is hiring on campus.

Contact Information:

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Senior Community Director

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