UNIVERSITY HOUSING & DINING MISSION, VISION and CORE VALUES
University Housing & Dining strives to create supportive and challenging environments that enrich and nourish lives. Further, we seek to be the premier campus community in the country. We believe an intentional residential experience is transformative. University Housing & Dining is a student-focused community that values integrity, courage and excellence.

As members of the Division of Student Affairs at Clemson, we believe each one of us has the potential to positively impact the world.

POSITION SUMMARY
The Residential Learning Graduate Assistant for Leadership Development is a 25 hour per week, full-time graduate student position whose primary responsibilities include advising the Residence Hall Association (RHA) and National Residence Hall Honorary (NRHH) chapter at Clemson. The Residential Learning Graduate Assistant for Leadership Development has an integral support role to the RHA Executive board members; guiding RHA in developing best practices and financial policies; developing training for Executive Board Members and Community Council Boards. The Graduate Assistant for Leadership Development will provide direction and feedback engaging with Board members and advising the RHA regarding student advocacy, conference travel and event planning efforts. The Graduate Assistant for Leadership Development reports directly to the Assistant Director for Residential Learning, who serves as the primary professional staff advisor to RHA.

ADVISING
• GA will co-advice the Residence Hall Association (RHA). RHA encompasses elected executive board members to represent the voice of students living in the residence halls.
• GA will assist students in the utilization of TigerQuest (Clemson student organization web interface) and various social media sites in their work.
• GA will support residents as they advocate for changes that effect their on-campus experiences.
• GA will serve as the primary advisor of NRHH helping to support them in the development of their core values of leadership, service and recognition.
• GA will recruit, provide training, and evaluate the officers for RHA and NRHH.
• GA will assist in the design of creative and effective training programs that assist student leaders to further understand their job role and responsibility.
• GA will collaborate with the Student Affairs Business Office in Housing to train staff and student leaders on accounting practices for RHA funds including supervising, monitoring and analyzing and tracking expenditures.
• GA will guide student leaders through the OTM and NACURH bid processes.
• GA will accompany student delegations to state, regional, regional business, and international conferences.

COMMUNITY DEVELOPMENT AND RESIDENTIAL CURRICULUM
• GA will educate and advise RHA/NRHH and its leaders on the implementation of leadership development curriculum
• GA will work with supervisor to integrate the Residential Experience model into their work
• GA will advise the RHA regarding event planning and programming efforts. This includes major events that are sponsored by the RHA and Community Councils.
• GA will help create initiatives to build community councils and build community within the halls and across campus.
• GA will serve as a liaison to groups that work or collaborate with RHA and/or NRHH.
DEPARTMENTAL INITIATIVES

• GA will provide ongoing training for graduate and professional staff who advise community councils.
• GA will serve on a departmental committee.
• GA will help with opening and closing of residential communities as needed.
• GA will support Residential Learning processes and initiatives
• GA will have additional experiences designed with your supervisor which could include opportunities such as co-teaching and facilitating an RA class; presenting at RA Training; or other appropriate student engagement experiences.

ELIGIBILITY

• Applicants must be accepted in one of the University’s academic programs to be eligible to receive a graduate assistant position. Preference will be given to students who have applied to and been accepted into the Master of Education – Student Affairs Program by the Graduate School application deadline – priority deadline of February 1st.
• The Graduate Assistant for Residential Learning is expected to show reasonable progress toward obtaining a degree. Dropping to less than 9 hours in fall/spring semester must be approved by the Director of Residential Learning.
• The position is a 12 month position.

TERMS OF EMPLOYMENT

• The Graduate Assistant for Residential Learning is hired for a term of employment of one academic year. A Graduate Assistant for Residential Learning may be reappointed from year to year based on his/her past work performance and qualifications as compared to those of new applicants.
• The Graduate Assistant for Residential Learning will be paid for first semester beginning with University Housing Graduate Assistant Fall Training and Orientation and ending on the day after graduation in December and for second semester when the residence halls open in January and ending the day after graduation in May.
• No graduate student is eligible to hold more than one full time graduate assistantship during any given semester.
• Prior to April 15, any student who has accepted a graduate assistantship with another University department for the next year but still wishes to apply for a Graduate Assistant for Residential Learning position may do so. After April 15, applications received from students who have already accepted assistantships in other departments will not be considered.
• Graduate Assistant for Residential Learning who are on full assistantships may not be employed by or provide a service to another department or organization outside the University. Graduate Assistant for Residential Learning is allowed to complete practicum or internship requirements for other departments on or off campus with permission of the Associate Director.

REMUERATION

• Stipend of $10,860, paid in bi-monthly installments.
• Meal Plan: University Housing & Dining believes in the community that is created through relationship building with one another over food. A meal plan is provided to undergraduate, graduate, and full-time staff as a means to allow them to engage in the community that is created in dining halls and retail venues on-campus. Staff are encouraged to provide meaningful feedback to Dining in partnership with one another to enhance our offerings for students.
• Housing: This position has the option to live-on, but is not required to do so. Graduate Assistants are provided a rent-free, furnished apartment or suite. Only a Graduate assistant and their partner and/or children may live with a staff member in accordance with the departments’ live-on agreement. Housing is only provided during a
Graduate Assistant’s term of employment. Utilities, phone service, satellite television and internet service are provided at no charge. Graduate Assistants are responsible for payment of personal long distance telephone charges.

- Tuition Reduction: Graduate Assistants who are full-time (9 credit hours) students enrolled in an approved course of graduate study are eligible for a graduate assistant tuition reduction. Anyone dropping below 9 hours will lose his/her right to a fee reduction. RL Graduate Assistants whose fee reduction is withdrawn will be required to reimburse the University. The Office of Graduate Studies, E209 Martin Hall, makes judgments pertaining to these eligibility requirements. RL Graduate Assistants who are full-time (9 credit hours) students enrolled in an approved course of graduate study are also eligible to use a deferred tuition payment plan. Please refer to the Graduate Student Record for further details.

- Professional Development: Graduate Assistants are provided funds, when available, for professional development activities as well as on-going professional development activities on and off campus. Encouraged to take advantage of Human Resource courses and webinars offered through department/division.

- University Housing & Dining is required to report, by federal law, the value of a staff member’s provided housing and meal plan to Financial Aid. This amount is considered in your financial aid package, which may impact aid availability or refunds, etc. Please consult with a financial aid counselor regarding any questions you may have about how this reported amount may impact your financial aid.