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. Core values of University Housing & Dining encompass: Collaboration, Empowerment, Innovation, Leadership, Learning, Service with a Passion, Social Justice, Sustainability and Teamwork.

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 Graduate Assistant for Fraternity Sorority Housing is a 25 hour per week position. The GA is a full-time graduate student involved in the co-management of a residential community for fraternity and sorority affiliated students. The GA reports to the Coordinator for Fraternity Sorority Housing. This is a live-in position.

University Housing & Dining partners closely with the Office of Fraternity Sorority Life regarding the development of the Fraternity Sorority Community as a whole. This position serves in an important role to provide a high level experience within a community designated for specific organizations in on-campus housing. This role, therefore, is closely aligned with other roles in University Housing & Dining and the Office of Fraternity Sorority Life that serve affiliated students.

The Graduate Assistant for Fraternity Sorority Housing engages in a variety of roles, including:

FACILITATING A RESIDENTIAL EXPERIENCE
- GA works to create positive, academically focused communities.
- GA should develop relationships with individual students in order to be engaged in the community.
- GA will interact with and is available to residents, staff, and community partners on a daily basis.

SUPERVISION: The GA is responsible for the supervision of a community desk in Norris Hall.
- GA recruits and selects Desk Assistants (DAs) for specific community desk, and communicates hiring information to staff member responsible for payroll.
- GA provides training to Desk Assistants (DAs) including StarRez system operations, key policies and procedures, professionalism, and office etiquette.
- GA evaluates Desk Assistants (DAs) and holds staff accountable, as needed to departmental guidelines and expectations.
- GA is also responsible for the key management of area keys at Norris and Manning desks through weekly key audits and appropriate follow up conversations with residents about key responsibility.

ADVISING: Each organization elects or appoints a House Manager to serve as the primary liaison between the organization and University Housing.
- GA serves as a primary point of contact for House Managers regarding day-to-day interactions in the community.
- GA is responsible for communicating with House Managers regarding roles related to occupancy and facilities.
- GA provides training to House Managers regarding specific roles and responsibilities.
- GA is integral in providing advising and coaching to House Managers regarding management of their community.
- GA assists House Manager in the management of common chapter spaces (i.e., chapter room, cages, etc.).

SAFETY, SECURITY AND CRISIS MANAGEMENT
- GA participates in a weekly rotating on call schedule to provide response, support and guidance in times of crisis or concern.
GA follows up on safety and security issues with staff and students to promote a safe and secure environment.
GA files incident reports regarding alleged violations of the Housing contract and/or Code of Conduct. GA is also responsible for appropriately documenting any information about alleged organizational protocol violations.
GA works with the CARE network to provide appropriate follow up to students in times of need.
GA utilizes CUPD liaison to enhance relationships between CUPD and students in Fraternity Sorority Housing.

ADMINISTRATION
GA is responsible for the functional operations of a residential community, including opening/closing/etc.
GA hears student disciplinary cases and assigns appropriate sanctions.
GA is responsible for proper budget management and data entry.
GA is responsible for ensuring proper key management. GAs are issued various keys that are to be used in the implementation of their job duties.
GA is responsible for proper e-mail, calendar, and voicemail management and response.
GA is responsible for accurate time keeping of employees using University systems.
GA must complete a variety of administrative tasks throughout their employment. They must be completed in a timely and accurate fashion.

PARTNERSHIPS WITH FRATERNITY SORORITY LIFE: In collaboration with Fraternity Sorority Life, this position will assist with overall Fraternity Sorority Community Initiatives, including but not limited to things such as recruitment, community-wide programs, leadership retreats, etc.

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 – February 1st.

GAs are expected to show reasonable progress toward obtaining their degree. Dropping to less than 9 hours in fall/spring semester must be approved by the Director of Residential Living.
The position is a 10-month position with an opportunity for summer employment, when available.
GA positions are live-in positions requiring the staff member to live within a residential community.
A preference will be given to candidates with an inter/national social fraternity or sorority affiliation.

TERMS OF EMPLOYMENT
GAs are hired for a term of employment of one academic year. A GA may be reappointed from year to year based on their past work performance and qualifications as compared to those of new applicants.
No graduate student is eligible to hold more than one full time (25 hours) graduate assistantship during any given semester.
GAs who are on full assistantships may not be employed by or provide a service to another department or organization outside the University. GAs are allowed to complete practicum or internship requirements for other departments on or off campus with permission of their direct supervisor. Additional volunteer work within the university must be approved in advance.

Holiday and Other On-Call Periods: GAs will return to campus approximately four weeks before residence halls open in the fall. GAs must commit to work through the day after graduation each semester or until the closing process is completed for their assigned area or building and are released by their supervisor. University Housing remains accessible during Fall Break, Thanksgiving Break, and Spring Break. This necessitates GAs being on serving in an on-call capacity during these times. A GA will be required to work during these holiday periods. GAs will not be required to work through the winter holidays. They may, however, remain in their on-campus residence provided they will continue to work through the following spring semester.

REMUNERATION
Stipend of $9,050 is provided for the fall and spring semester, paid in bi-monthly installments. Graduate assistants are paid beginning with University Housing & Dining July Training and Orientation and ending the day after graduation in May.
• Meal Plan: GAs are provided with a meal plan to be utilized as a tool to fulfill their role. GAs are expected to eat with residents, engage in programming in the dining halls, bring faculty in for meals with students, etc. A monthly dining survey must be completed to provide secret shopper feedback to Dining Services as a requirement of this plan.

• Housing: 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, internet service and limitless laundry are provided at no charge. Graduate assistants are responsible for payment of personal long distance telephone charges. Graduate assistants may not use their staff accommodations as a business office for any type of commercial solicitation.

• 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. Those 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. Those 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. All staff are encouraged to take advantage of Human Resource courses and webinars offered through the department/division. Use of funds is subject to approval by supervisors.