

Graduate Assistant for Learning & Development

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.

POSITION SUMMARY

The Residential Life Graduate Assistant for Learning & Development is a 25 hour per week, full-time graduate student position whose primary responsibilities include assisting in the development and implementation of a comprehensive training and development strategy designed to educate and support 240 student staff and 22 graduate staff members in University Housing & Dining. The Graduate Assistant for Learning & Development is integral to work including: assisting with design and implementation of training that aligns with the UH&D mission, vision and values, and utilizes the Residential Experience Model (REM) as a foundation for preparing undergraduate and graduate staff; assisting in evolving the foundation of learning opportunities to a year round pro active continuing education plan for staff; researching and benchmarking best practices for learning and development; supervising 5 undergraduate RA Educators; and other initiatives determined by supervisor. The Graduate Assistant for Learning & Development reports to the Associate Director for Residential Learning.

LEARNING

- Assist in the design and implementation of learning design for undergraduate and graduate staff to include: Fall Resident Assistant Training, inclusive of RA Orientation (RAO) and Resident Assistant Leadership Institute (RALI); Fall and Spring Retreat; and GA or Full Time Staff Training as needed.
- Assist in designing and alignment of learning to CU Division of Student Affairs and UH&D mission, vision and values.
- Actively assess current training and make changes/recommendations for improvement, leveraging technology where applicable.
- Assist in the development of e-Learning tools, learning experiences and partnerships.
- Develop collaborative relationships with current campus partners and seek the development of new collaborative partnership opportunities.
- Research and benchmark learning strategy, training best practices and current trends in Higher Education and business practice.
- Collaborate with Residential Living and Residential Learning teams to create curriculum based training approach.
- Utilize varying content delivery methods in consideration of learning styles and leveraging technology where appropriate.
- Implement Learning Circle opportunities for graduate and full time staff.
- Act as a responsible steward of annual budget allocations for learning strategies and training processes.
- Additional learning experiences designed with your supervisor could include opportunities such as co-instructing EDC 3900; integrating a passion area into your work, full time search support or other appropriate student engagement experiences.

DEVELOPMENT

- Assist in evolving the foundation, design the plan and implementation of learning opportunities and training to a year-round proactive continuing education opportunity for undergraduate and graduate staff.
- Assess needs to identify gaps and opportunities through an executive summary, make recommendations and determine relevance in delivery timeline.
- Connect theory to practice in the creation of development plan.

- Utilize current staff as experts, and develop campus and human resources partnerships for new endeavors and opportunities.
- Align development planning to CU Division of Student Affairs goals and UH&D mission, vision and values.
- Research and benchmark development best practices and current trends in Higher Education and business practice.
- Apply knowledge gained to improve opportunities in UH&D, further develop our best practices and educate staff.
- Seek and support opportunities to integrate development and continuing education into onboarding practices.
- Collaborate with Student Affairs faculty to implement mock interview opportunity for graduating cohort members.
- Support recruitment and selection efforts as part of a seamless team during integral process periods.

STAFF SUPERVISION

5 undergraduate Resident Assistant Educator staff members.

- Assist in the recruitment, screening and selection of candidates for Resident Assistant Educator staff members.
- Assist in the development and implementation of curriculum for RA Educators.
- Assist in creating learning opportunities for staff training and staff development sessions.
- Conduct one-on-one meetings with student staff members as needed.

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 January 15th.
- 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 their 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. Graduate Assistant for Residential Learning is paid twice a month.
- 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 Director.

REMUNERATION

- Stipend of \$11,354 paid on the 15th and last business day of each month.
- Meal Plan: Graduate Assistants will be provided with a meal plan to be utilized as a tool in fulfilling their GA responsibilities.
- 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.