

**LEWIS & CLARK**  
**CAMPUS LIVING**  
**GRADUATE ASSISTANT**  
P o s i t i o n   D e s c r i p t i o n

**Position Purpose**

Lead and support the staff, program development, and facility management of a residential area. Provide a safe living environment and maximize the living/learning experience for residential students. Provide programmatic support in conjunction with the Campus Living mission. This position reports directly to the Director of Campus Living, and is a live-in position.

**Principle Duties**

- Co-supervise resident career advisor staff (3) and cultivate positive relationships with residential students in the College's apartment style housing complex.
- Work collaboratively with the Area Director for Holmes, Hartzfeld, and the Apartments. Attend all area wide staff functions, including staff trainings, meetings, and retreats.
- Develop learning outcomes and employ pedagogical strategies reflective of a residential learning community.
- Develop and assess learning outcomes for applicable themed communities, working closely with appropriate faculty, staff, and students to ensure their success.
- Coordinate the efforts of RAs across campus in determining the needs of students in terms of programming, suggesting new areas of pedagogy for the residence halls, new program ideas, and communicating good programming opportunities and ideas across staffs.
- Help facilitate the RA selection process, including coordinating recruitment and group process.
- Participate in the Area Director 24-hour on-call rotation.
- Meet weekly with the Director of Campus Living.
- Coordinate with the Director of Housing/New Student Orientation and Facilities Services on building management.
- Create and support an atmosphere in which all areas of diversity are sensitively acknowledged, understood and celebrated.
- Work collaboratively with other Campus Living, Student Life, and Institutional staff and faculty.
- Maintain active participation in the residential and College communities.
- Create and implement a professional development plan that ensures growth that benefits the individual and the Institution.
- Conduct other duties as assigned.

**Qualifications/Experience**

- Bachelor's degree.
- Enrollment in one of the following Graduate degree programs at the Lewis & Clark Graduate School of Education and Counseling: Student Affairs Administration, Counseling Psychology, Addiction Studies, Community Counseling, Marriage, Couple, & Family Therapy, Psychological & Cultural Studies, School Psychology, or School Counseling.
- A minimum of one year's experience working within student affairs (either at Lewis & Clark or at another residential higher education institution) as a student leader.
- Demonstrated commitment to student and community development.
- Ability to develop and maintain professional and collaborative relationships with other staff and faculty.
- An expressed and demonstrated commitment to diversity.
- Excellent interpersonal communication, leadership, organization, and administrative skills.
- Ability to think critically, problem solve, and make sound decisions.
- Ability to effectively plan and organize work.
- Appreciation of the value of a liberal arts education.

**Compensation**

- Tuition waiver for up to 20 credit hours at the Graduate School of Education & Counseling (starting fall term)
- Furnished campus apartment and Meal Plan during academic year
- Student Health Insurance

Questions regarding this position may be directed to Kelly Hoover at 503-768-7757 or [hoover@lclark.edu](mailto:hoover@lclark.edu) or Anna Gonzalez at 503-768-7110 or [dos@lclark.edu](mailto:dos@lclark.edu).

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