**Lewis & Clark**

**Campus Living Graduate Assistant**

## Position Description

### 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 Associate Director of Campus Living, and is a live-in position.

### Principle Duties

* 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 and help facilitate all area wide staff functions, including staff trainings, meetings, and retreats.
* Design appropriate on-going training sessions for Resident Career Advisors in collaboration with the Career Center staff.
* Develop learning outcomes and employ pedagogical strategies reflective of a residential learning community.
* Develop and assess learning outcomes for apartment residents geared toward career and life-skill development
* Administer housing process for assigned residential area, including roommate placement, in-hall room changes, room reassignments, opening and closing procedures and occupancy reports.
* Adjudicate student conduct cases, generate educational sanctions, and maintain prompt communication and accurate record keeping throughout the conduct process.
* Help facilitate the RA selection process, including coordinating recruitment and group process.
* Participate in the Area Director 24-hour on-call rotation.
* Assist with the development and implementation of a comprehensive training program for all student staff including August training, regular in-service, January training, and spring training.
* Meet bi-weekly with the Associate 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 College 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 College.
* Conduct other duties as assigned.

### Qualifications/Experience

* Bachelor’s degree.
* Enrollment in the Student Affairs Administration Graduate degree program at the Lewis & Clark Graduate School of Education and 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

* $18,000 stipend per academic year
* Furnished campus apartment
* meal plan during the academic year

Questions regarding this position may be directed to Kristin Hutson at 503-768-7186 or [khutson@lclark.edu](mailto:khutson@lclark.edu).

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