

UMBC

AN HONORS UNIVERSITY IN MARYLAND

Residential Life

University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, Maryland 21250

PHONE: 410-455-2591

FAX: 410-455-1058

VOICE/TTY: 410-455-3233

www.umbc.edu/

Title: *Community Development Graduate Assistant*

Status: *Graduate Assistant, 12 month appointment*

Supervisor: *Community Development Coordinator, Residential Education, Residential Life
Assistant Directors of Residential Education*

Dates: *July 1 – June 30*

Qualifications:

Earned Bachelor's degree with acceptance into a post baccalaureate graduate program at any of the USM campuses required. Preference given to UMBC graduate students and applicants admitted to programs related to Education or other Social Sciences. At least one-year prior experience in a position (paid or volunteer) related to Student Affairs preferred.

General Responsibilities:

The Community Development Graduate Assistant is responsible for assisting with program and community development support. Responsibilities include co-advising the Resident Student Association (RSA), supporting the Community Living Principle campaign, assist in advising the Lead RA program, support and coordinate student staff recognition, and other central programs as assigned. This is a 20-hour a week, 12 month, live-off position.

Specific Responsibilities:

- Co-advise the Resident Student Association
- Serve in an advisory role to the student staff banquet coordination
- Serve on appropriate department committees (as time permits) to represent Residential Education
- Advise the Lead RAs in the development of their programs
- Coordinate Student Staff Recognition events for Residential Life
- Assist with coordination and implementation of large scale social or educational (more than 50 students) departmental programs
- Coordinate social media efforts and communication on behalf of Residential Education
- Provide support and advisement to student staff programs and initiatives as needed
- Assist staff members in the generation and implementation of programming ideas as it relates to community curriculums and department goals
- Support the student staff myUMBC group

Residential Life Expectations:

- Participate in bi-weekly individual meetings with supervisor and formal evaluation process once per semester
- Maintain a minimum of 20 office hours per week
- Attend staff and department meetings and retreats as needed
- Attend RSA General Body Meetings and Executive Board meetings
- Attend/support some evening staff programs and events as needed
- Perform all related duties as requested

Salary:

Remission of tuition for 9 credits per semester, or 18 credits within 12 months (does not include mandatory graduate student fees), meal plan (while the University is in session). Partial University of Maryland System benefits and salary for the 12-month appointment.

Apply to:

RLrecruitment@umbc.edu

Include cover letter, resume, and the names and contact information of three references. For more information, call 410-455-3932

Student Affairs Mission Statement:

The Division of Student Affairs facilitates learning and prepares students for success in our multi-cultural and increasingly global society and work force.

Residential Life Mission Statement:

The mission of the Residential Life Office is to provide facilities, services, and programs that support the academic mission of the institution and enhance the quality of life for students that live on campus. Residential Life staff foster the personal, social, academic, and leadership development of resident students and prepare them to be active and responsible citizens within the UMBC community and beyond.

UMBC is an Equal Opportunity, Affirmative Action Employer. Women, persons of color, and persons with disabilities are encouraged to apply.