

Residential Life

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

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www.umbc.edu/

Title: *Residential Academic Initiatives Graduate Assistant*

Status: *Graduate Assistant, 12 month appointment*

Supervisor: *Assistant Director of Residential Education, Residential Life*

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 is given to UMBC graduate students. At least one-year prior experience in a position (paid or volunteer) related to academic initiatives or Student Affairs strongly preferred.

General Responsibilities:

The Residential Academic Initiatives Graduate Assistant is responsible for assisting with development and support related to academic success within the residential environments. Responsibilities include oversight of aspects of the UMBC Living-Learning Communities (LLC) program, the FYI program, and other central programs as assigned. This is a 20-hour a week, 12-month, live-off position.

Specific Responsibilities:

- Advise the Living-Learning Council (approximately 20 undergraduate students)
- Coordinate and implement inter-community events for the Living-Learning programs, including events coordinated through the Living-Learning Council
- Coordinate monthly meetings/in-services for Resident Assistants working within Living-Learning Communities.
- Develop marketing and branding materials for the overall Living-Learning Community program with the goal of increasing new student interest in the program as well as retention to the program
- Provide support and advisement to LLC programs and initiatives as needed
- Serve on appropriate department committees (as time permits) to represent Residential Education
- Assist, as needed, with the FYI program, Study@Home program, Faculty Mentor program, and other initiatives related to student success within the residential environment
- Other duties as assigned

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/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), 10-meal plan (while the University is in session). Partial University of Maryland System benefits and salary for the 12-month appointment.

Apply to:

To apply please send a cover letter, resume, and the names and contact information of three references to RLrecruitment@umbc.edu with *Residential Academic Initiatives Graduate Assistant* as the subject line.

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.