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 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:

- 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
- Serve on appropriate department committees (as time permits) to represent Residential Education.
- Serve in an advisory role to the student staff banquet coordination
- 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
- Co-advice the Resident Student Association

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), and meal plan (while the University is in session). Partial University of Maryland System benefits and stipend of approximately $16,000 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 Community Development Graduate Assistant as the subject line.

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 Residential Life 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.

Residential Life Vision Statement:
Residential Life co-creates exceptional and innovative living-learning environments for our campus community.

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