

Title: *Community Development Graduate Assistant*

Status: *Graduate Assistant, 10-month appointment*

Supervisor: *Residential Education and Leadership Coordinator*

Dates: *July 12, 2021 – May 27, 2022*

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 residential curriculum initiatives, co-advising the Resident Student Association and NRHH, support and coordinate student staff recognition, and other central programs as assigned. This is a 20-hour a week, live-in position.

Specific Responsibilities:

Administrative

- Attend bi-weekly 1:1 with supervisor
- Be visible, available and accessible in the Central Residential Life office
- Responsible for proper email, calendar and voicemail management and response
- Attend weekly Residential Education meetings and monthly Departmental Meetings
- Support Residential Life's initiatives including the Residential Curriculum
- Submit a Year End Report to supervisor
- Maintain a minimum of 20 office hours per week

Advising

- Co-advise the Resident Student Association, attending weekly Executive Board meetings, General Body Meetings, and events
- Co-Advise the National Residence Hall Honorary (NRHH), attending Executive Board meetings, General Body Meetings and events
- Assist in management of budgets for: RSA, NRHH, Recognition and Resource Room
- Co-Advise the Residential Life End of the Year Banquet Committee

Event Coordination

- Assist in coordination of Student Staff Recognition events for Residential Life
- Assist with coordination and implementation of large scale social or educational (more than 50 students) departmental programs
- Provide support and advisement to student staff programs and initiatives as needed
- Assist Weekend and Late-Night events on campus

- 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
- Serve on appropriate department committees (as time permits) to represent Residential Education

General Expectations:

- Attend Residential Education graduate assistant training during summer
- Attend Residential Life Departmental Retreat
- Attend Residential Life Opening Dates
- Hold self and students accountable to departmental expectations of creating and maintaining an inclusive environment
- 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 stipend for the 10-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. Please be sure that the following information is included when you name your files: Your last and first name and the document type, and the title for the position title for which you are applying. For example: Last First.Resume.Community Development.

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.

Residential Life Vision Statement:

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

Residential Life Diversity Statement:

UMBC is a community composed of students, faculty, and staff of different cultures, sexes, genders, ethnicities, socioeconomic backgrounds, religious affiliations, races, sexual orientations, and levels of ability. We take pride in that diversity. Each of us must do our part to encourage productive interaction and relationships among the residents who live in our residence halls and apartments. Residential Living exposes students to individuals and experiences that will help them learn about themselves and others, and how the differences and similarities they discover impact their daily lives. We believe that there is a great deal to be learned, taught, and shared by each of us.

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