# Title: *Community Development Graduate Assistant*

 *1-2 position(s) available*

# Status: *Graduate Assistant, 10.5-month appointment*

**Supervisor:** *Residential Education and Leadership Coordinator*

**Dates:** *July 14, 2025 – May 29, 2026*

**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 position, live-in position.

**Specific Responsibilities:**

 **Administrative**

* Attend bi-weekly 1:1 with supervisor
* Be visible, available and accessible in the 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
* Report for Closing of communities as requested
* Attend all required department and divisional trainings and events
* Hold self and students accountable to departmental expectations of creating and maintaining an inclusive environment
* Perform all related duties as requested

**Compensation:**

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 range commensurate with degree program with a minimum base stipend outlined by the Graduate School. Potential for 1 position with housing, 1 position without housing. Stipend would vary depending on housing being provided or not.

**Apply to:**

Please utilize this [Application](https://forms.gle/SKyMTudtvqhYf7fM9) to indicate your interest in the various Graduate Assistant vacancies Residential Life has available for 2025-2026. At time of submission you will be asked to upload a resume/CV, cover letter, and contact information for three professional references. We will continue to accept applications until positions are filled, but for priority consideration, please apply by **Monday May 19, 2025**.

For any questions or needs you may have, please contact Residential Life at [reslifeselection@umbc.edu](http://reslifeselection@umbc.edu/).

**Student Affairs Mission Statement:**

The mission of the Division of Student Affairs is to foster a supportive, inclusive, and engaged campus community where every student can achieve their full potential.

**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 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.*