This booklet contains position descriptions for Graduate Assistantships in the Department of Residential Life and New Student Programs.

To be eligible for these positions one must be enrolled in a graduate degree program at the University at Albany, State University of New York. After reviewing position descriptions, please check the appropriate box(es) on the application for the position(s) in which you are interested.

All Graduate Assistant positions require matriculation in a graduate program by June 1, 2015.

Applications should be completed and turned in to the Department of Residential Life, State Quadrangle U-Lounge. Applications are due Friday, February 27, 2015.
Quad-based Graduate Assistant (Academic Year)

Responsibilities:
♦ Oversee the specialty areas on the quad, i.e., fitness centers, penthouses, quad information center, Women’s Resource Center, Leaders in Service and/or building responsibilities.
♦ Serve as on-call professional staff member on a rotating basis, one weekday and every fifth weekend when halls are open.
♦ Attend all quadrangle professional staff meetings.
♦ Meet regularly with the Quad Coordinator.
♦ Assist in Departmental processes, i.e., student staff selection, training, housing sign-up and hall openings and closings.
♦ Attendance at in-service training sessions during the year is expected unless there are conflicts with class or internship requirements.
♦ Serve on Departmental Committees, i.e. programming, administrative, technology, staff development, sustainability, and assessment.

The Quad Information Center is the primary office on each quad. Residents can receive information about on and off campus resources, process the suite/room repairs and key requests, schedule appointments for quad professional staff, and/or address residents’ concerns.

Fitness Centers are available for use for residents on each Quad. Each quad is equipped with a fitness center, which includes both aerobic and Nautilus equipment. Free weights are also offered in most locations.

The Women’s Resource Center seeks to enhance campus-wide awareness of the many facets of women’s oppression as well as to celebrate our collective process and empowerment. It is a central resource for women of the campus and the community to gain support for their advancement and success; academically, occupationally, physically and socially.

The Leaders in Service (LIS) is a community service and learning program designed for University at Albany students, faculty, and staff, with a focus on frosh in residence. LIS seeks leaders to serve with other participants who are passionate about service. Leaders engage in service projects, leadership development opportunities, and mentorship opportunities.

Remuneration:
♦ Anticipated salary of $9,201. In addition, a 50% graduate tuition scholarship, not to exceed 6 credit hours (at in-state tuition rate after TAP award) is provided, pending eligibility. Persons filling these positions may not enroll for more than 12 credits per semester and should plan to work approximately 20 hours per week. A furnished 1-bedroom apartment, including utilities, local phone service, internet and cable is also included as compensation for overnight duty. Positions begin on or about July 30, 2015, and end on or about May 31, 2016.

Qualifications:
♦ Matriculation in a graduate degree program for the duration of the position.
♦ Some previous residential life experience is preferred.
♦ Understanding and appreciation of the environmental factors that impact students living in a multicultural community is essential.
♦ Required to be on campus during the day on a rotating basis for on call day duty
University Apartments Graduate Assistant (Academic Year, with Summer Employment)

Responsibilities:
♦ Duties include, but are not limited to, supporting administrative and operational functions, programming, and/or staff development.
♦ Serve as on-call professional staff member on a rotating basis, on weekdays and weekends (University Apartments do not close during University recesses).
♦ Provide weekly office hours.
♦ Assist in Departmental processes (i.e., student staff selection, training, housing sign-up and hall openings and closings).
♦ Assist with the overall management of an apartment complex as well as assist with the supervision of student staff.
♦ Attend all professional staff meetings.
♦ Meet regularly with your supervising Apartment Coordinator.
♦ Attend programs.
♦ Attendance at Division meeting and Departmental In-service training sessions during the year is expected unless there are conflicts with class or internship requirements.

Remuneration:
♦ Anticipated salary of $9,201. In addition, a 50% graduate tuition scholarship, not to exceed 6 credit hours (at in-state tuition rate after TAP award) is provided, pending eligibility. Persons filling these positions may not enroll for more than 12 credits per semester and should plan to work approximately 20 hours per week. In addition, a furnished 1-bedroom apartment, including utilities, local phone service, internet and cable as compensation for overnight duty. Fall positions begin on or about July 30, 2015, and end on or about May 31, 2016.

Special Requirements:
♦ Must be able to work 20 hours per week during the summer. There is additional monetary compensation. Summer employment begins on or about June 1, 2015 and ends on or about July 29, 2015.

Qualifications:
♦ Matriculation in a graduate degree program for the duration of the position.
♦ Some previous residence experience is preferred.
♦ Understanding and appreciation of the environmental factors that impact students living in a multicultural community is essential.

Programming/Residential Life Graduate Assistant (Academic Year, with Summer Employment)

Responsibilities:
♦ Duties include, but are not limited to, administrative and operational functions related to the Programming Area.
♦ Responsible for managing and tracking up to eighteen programmatic budgets utilizing Microsoft Excel.
♦ Monitor expenditures, create reports and review all reconciliation of all assigned balance sheet accounts for accuracy.
♦ Communicate with quad professional staff regarding programming and staff development requirements to ensure that accurate records are maintained, evaluations are completed, receipts and change are collected, and paperwork is complete.
- Work closely with the Programming Committee within Residential Life.
- Meet regularly with the Assistant Director of Residential Life for Programming and Staff Development.
- Assist with Large scale events such as Clash of the Quads, Homecoming and Big Purple Growl.
- Assess and Evaluate work methods and procedures to ensure program effectiveness at the end of each semester and provides a summary to Assistant Director.

**Remuneration:**
- Must plan to work approximately 20 hours per week during the academic year; work may occur on weekends and evenings, as programs require. Position begins on or about July 30, 2015.
- Anticipated remuneration includes $9,201 stipend. A 50% tuition scholarship, not to exceed 6 credit hours (in-state tuition rate after TAP award) is provided pending eligibility. This is a “live-off” position.

**Special Requirements:**
- Available to work during June and July. There is additional monetary compensation for summer employment.

**Qualifications:**
- Matriculation in a Graduate Degree Program for the duration of the position.
- Excellent organizational and administrative abilities, demonstrated success with office work and residential life experience, preferred.
- Demonstrated ability to work in a fast paced work environment with the ability to meet deadlines, and a strong working knowledge of Microsoft excel and data entry.
- Must work during Residential Life business hours Monday thru Friday 8:30am-5:00pm.

**Technology Graduate Assistant (Academic Year)**

**Responsibilities:**
- Duties include but are not limited to the ability to perform necessary software and hardware upgrades to computers and laptops.
- Performing diagnostic testing to ensure effective solutions to computer related issues.
- Working knowledge of network connectivity and how to resolve connection problems.
- Installation and support of desktop software including Microsoft Office.
- Ability to configure users, printers, perform software upgrades, configure Microsoft Exchange accounts and assist in desktop support for staff desktop computers.
- Knowledge and experience with desktop productivity software, scanners, cameras, fax machines, and copiers necessary.
- Perform all other departmental computer/ technical tasks as they arise.

**Remuneration:**
- Must plan to work approximately 20 hours per week during the academic year Position begins on or about July 30, 2015.
- Anticipated remuneration includes $9,201 stipend. A 50% tuition scholarship, not to exceed 6 credit hours (in-state tuition rate after TAP award) is provided pending eligibility. This is a “live-off” position.

**Qualifications:**
- Computer skills necessary to perform job responsibilities detailed above.
♦ Demonstrated ability to work in a fast paced work environment with the ability to meet deadline.
♦ A strong working knowledge of Microsoft Office applications, data entry and processing.
♦ Self-motivated and energetic work ethic.
♦ Customer service skills a plus.
♦ Experience in a helpdesk/Desktop support position a plus.
♦ Experience in Web Development and application design a plus.
♦ Must work during Residential Life business hours Monday thru Friday 8:30am-5:00pm.
Application for Graduate Assistantships

2015 – 2016 Academic Year

Department of Residential Life • Division of Student Success

I. Applicant Information

[ ] Mr. [ ] Ms. ________________________________________________________________

Local Address ________________________________________________________________

Local phone number _________________ Permanent phone number _________________ E-mail address: __________________

Permanent address ____________________________________________________________

Are you currently matriculated in a graduate program at the University at Albany? [ ] YES [ ] NO

If yes, which program? __________________________________ If no, which program are you applying to? __________________________________

All Graduate Assistant positions require matriculation in a graduate program by June 1, 2015.

Anticipated semester of graduation ____________________________________________

What other time commitments will you have next year? (i.e.: field placement, practicum, etc.) ____________________________________________

Have you ever lived in a residence hall? [ ] YES [ ] NO If yes, where and for how long? ________________________________

Please check the position(s) for which you are applying (see separate position descriptions):

[ ] Graduate Assistant/Quad-based (academic-year/live in position)
[ ] Graduate Assistant/University Apartments (academic-year with summer appointment/live in position)
[ ] Graduate Assistant/Programming (academic-year with summer employment opportunity)
[ ] Graduate Assistant/Technology (academic-year with summer employment opportunity)

II. Cover Letter & Resume

Please include, with your completed application, a cover letter and up-to-date resume. The cover letter should include:

♦ The position you are interested;
♦ Outline relevant experiences that would make you a strong candidate for the position;
♦ Discuss how plan to contribute to the work of the Department and the University at large;
♦ Describe the requirements of the graduate program you plan to or have enrolled in.

III. References (Please provide three references below):

Name __________________________________________ Position ____________________________ Phone ____________________________

♦ __________________________________________
♦ __________________________________________
♦ __________________________________________

Please return applications and supporting materials to:

Department of Residential Life
University at Albany, State University of New York
1400 Washington Avenue
Albany, NY 12222

Applications are due: Friday, February 27, 2015