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, 2014.

Applications should be completed and turned in to the Department of Residential Life, State Quadrangle U-Lounge.
Applications are due Friday, February 28, 2014
**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 $8,586. 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, 2014, and end on or about May 31, 2015.

**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 multi-cultural 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 opportunity)

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, one weekday and every fourth weekend (University Apartments do not close during University recesses or summer months).
- 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 in-service training sessions during the year is expected unless there are conflicts with class or internship requirements.

Remuneration:
- Anticipated salary of $8,586. 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, 2014, and end on or about May 31, 2015.

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, 2014 and ends on or about July 29, 2014.

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 multi-cultural community is essential.

New Student Programs Graduate Assistant (Academic Year, with Summer Employment opportunity)

Responsibilities:
- Duties include but are not limited to administrative and operational functions of the New Student Programs Orientation Office, supervision of student staff, and on-site coordination of Orientation programs (see “special requirements” below).

The Graduate Assistant for New Student Programs assists with the following operations:
- Management of the Orientation registration process using Visual Zen Orientation and PeopleSoft
- Coordination with various campus offices regarding Orientation and first-year programs
- Charging and collection of all orientation fees
Training of student staff  
Maintenance of Orientation website  
Hosting of Orientation programs  
Payment of office expenses and management of spending and payroll paperwork  
Communication to new students  
Management of Summer Orientation Office  

**Remuneration:** The Graduate Assistant works 20 hours per week during the academic year and full-time during semester and summer breaks. Anticipated remuneration includes a 9 credit tuition waiver and a stipend of $8,586. Work during the summer and semester break is paid on an hourly basis over and above the GA position stipend. Housing is not provided.

**Special Requirements:** Candidates must be available to work in a full-time capacity during semester break and in the summer. Summer work will occasionally occur on weekends and evenings as programs require. There is additional monetary compensation for work during the summer and semester breaks.

**Qualifications:**
- Excellent oral and written communication skills
- Strong organizational and administrative ability and attention to detail
- Ability to supervise student staff and work as part of a team
- Ability to manage multiple projects with overlapping deadlines
- Passion for helping new students transition to the University at Albany

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

**Responsibilities:**
- Duties include, but are not limited to, administrative and operational functions related to the Programming Area.
- Responsible for maintaining and tracking up to eight programming budgets utilizing Microsoft Excel.
- Communicates 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.
- Meets regularly with the Assistant Director of Residential Life for Student and Staff Development.
- Assists with Special Events such as Clash of the Quads, Homecoming and Big Purple Growl.
- Evaluates programming 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, 2014.
- Anticipated remuneration includes $8,586 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.

**Assignments Graduate Assistant (Academic Year, with Summer Employment opportunity)**

**Responsibilities:**

- Duties include, but are not limited to, administrative and operational functions of the Assignments Office, supervision of student staff, assistance with Fall and Spring Residence Hall Openings and Closings.
- Serves as liaison with the SUNYCard Office, Mailroom Center, Computing Services, and Student Accounts Office.
- Responsible for data entry pertaining to Odyssey Housing Management System and SUNYCard access programs. Maintains databases relating to both systems and distribution of reports on a weekly basis to the Quad Coordinator Group.
- Maintains an organized and professional office environment while providing updated information to the Central Office staff.
- Assists with Housing sign-up and during an intense two-week period in the spring.
- Meets regularly with the Assistant Director of Residential Life for Assignments providing updates of critical processes.

**Remuneration:**

- Must plan to work approximately 20 hours per week during the academic year including semester break and during special breaks as needed. Work may occur on weekends and evenings, as programs require. Position begins on or about July 30, 2014.
- Anticipated remuneration includes $8,586 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:**

- Must be able to work in full-time capacity during the summer. There is additional monetary compensation.

**Qualifications:**

- Excellent organizational and administrative abilities, strong oral and written communication skills, demonstrated success with office work and residential life experience.
- Demonstrated ability to work in a fast paced work environment with the ability to meet deadlines, and knowledge of specific computer software and data entry requirements.

**Facilities Graduate Assistant (Academic Year)**

**Responsibilities:**

- Duties include, but are not limited to, the assistance with different administrative and operational functions of the Assistant Director of Facilities,
- Help with the coordination of Fall and Spring Residence Hall Openings and Closings.
- Management of the Fall 2014 early arrival list
- Oversee the coordination of the Residential Life Bike Share program in conjunction with the office of Sustainability
Serves as a liaison with the Physical Plant department, Environmental Health and Safety office, and the office of Environmental Sustainability

Meets regularly with the Assistant Director of Residential Life for Facilities providing updates of critical processes.

Remuneration:

Must plan to work approximately 20 hours per week during the academic year Position begins on or about July 30, 2014.

Anticipated remuneration includes $8,586 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:

Excellent organizational and administrative abilities, strong oral and written communication skills, demonstrated success with office work and residential life experience.

Demonstrated ability to work in a fast paced work environment with the ability to meet deadlines, and knowledge of specific computer software and data entry requirements.

Must work during Residential Life business hours Monday thru Friday 8:30am-5:00pm.
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, 2014.

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/New Student Programs (academic-year with summer employment opportunity)
[ ] Graduate Assistant/Programming (academic-year with summer employment opportunity)
[ ] Graduate Assistant/Assignments (academic-year with summer employment opportunity)
[ ] Graduate Assistant/Facilities (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 28, 2014