



Division of Student Development

Graduate Assistant (GA) Recruitment

AVAILABLE OPENING: 2024-25

About Saint Louis University: Founded in 1818, Saint Louis University is one of the nation's oldest and most prestigious Catholic institutions. Rooted in Jesuit values and its pioneering history as the first university west of the Mississippi River, SLU offers more than 13,500 students a rigorous, transformative education of the whole person. At the core of the University's diverse community of scholars is SLU's service-focused mission, which challenges and prepares students to make the world a better, more just place.

About the Division of Student Development: The Division of Student Development is driven by the mission to provide programs, services and experiences that help students develop as leaders. Our goal is to help shape students into successful graduates who are holistically formed, critically reflective and socially and personally responsible. The Division is comprised of fourteen departments, and employs over 200 professional staff who support both graduate and undergraduate students and initiatives at the University.

Divisional Statement on Diversity: In support of Saint Louis University's Jesuit mission, the Division of Student Development is committed to maintaining an environment of mutual respect and dignity for people of all backgrounds and cultures. It is our mission to encourage and support a thriving and diverse community among our staff and students. We honor the differences in our community, whether they be age, ability, race, religion, gender identity and expression, sexual orientation or socio-economic background, and prepare our students to thrive in a multicultural, diverse society. Our efforts are grounded in cultivating awareness, inclusion and engagement through intentional experiences, events and programs that demonstrate our commitment to excellence.

The Division of Student Development employs over 40 graduate assistants who work closely alongside administrative staff to fulfill the mission of the University. The Division strongly believes in supporting the education of aspiring higher education professionals, and our staff are committed to providing meaningful, immersive learning opportunities for graduate students. We offer mentoring, supervision, and holistic support in a cohort based model, aligned with Catholic, Jesuit teaching.



Division of Student Development

Graduate Assistant (GA) Recruitment

2024-2025

Position title: Assignments/Robert May Hall Graduate Assistant

Hiring Department: Housing and Residence Life

Supervisor: Assignments Coordinator

Position description: The Graduate Assistant for Assignments is 10-month graduate assistantship reporting to the Assistant Director for Assignments & Marketing and the Assignments Coordinator. The Graduate Assistant for Assignments has responsibility for assisting the Assistant Director for Assignments & Marketing and the Assignments Coordinator with managing assignments-related services/activities for students. The Graduate Assistant for Assignments also serves as the building manager for Robert May Hall, which houses up to 44 graduate students.

Responsibilities:

The Graduate Assistant for Assignments is expected to work with the Assignments Coordinator, the Assistant Director for Assignments & Marketing and other departmental staff in the design, implementation and communication of various housing assignments processes

Building Management

- Serve as the main point of contact for Robert May Hall residents (capacity of 44 graduate students)
- Manage student assignment and occupancy changes within Robert May Hall
- Coordinate turnover of spaces and facilitate moves into, out of, and within Robert May Hall
- Conduct health and safety inspections each term to ensure compliance with health and safety standards
- Report any concerns to facilities and other campus partners as appropriate and in a timely manner
- Assist with recruitment initiatives for Robert May Hall (Admissions campus visit days, graduate/professional programs)
- Communicate with the Dean of Students, Department of Public Safety and Emergency Preparedness, Student Health and Counseling Center, Office of Community Standards, Campus Ministry, and Title IX coordinator in response to issues/incidents in the building

Administrative Responsibilities

- Work approximately 20 hours per week, as scheduled with the supervisor
- Communicate facility related work orders, repair and replacement needs

- Manage damage tracking and billing for Robert May Hall
- Manage the Emotional Support Animal documentation process
- Assist with department-wide projects
- Serve in an on-call rotation to respond to residential community concerns

Qualifications:

- Possess a bachelor's degree in any field prior to the start date
- Enrolled as a fulltime student in a graduate program at Saint Louis University at the time of employment
- Submit academic transcripts to verify full-time enrollment and/or good academic standing
- Maintain GPA requirements as determined by graduate program
- Be willing to submit to a state and national criminal history and background check

Compensation: \$1350/month

Tuition scholarship: \$9750/year

Optional enrollment in SLU's graduate student health insurance coverage. If personal coverage through SLU is waived, this benefit is forfeited (has no cash value).

Additional compensation:

- A furnished, air-conditioned apartment within Robert May Hall with cable, internet service, utilities, and connection-free laundry access.
- Professional development and extensive training opportunities within the department, the division of Student Development, and the University at-large
- Furnished working space
- Paid university parking
- University gym membership
- University bookstore discount

Dates of appointment: July 2024- May 2025 with possibility of extension based on length of graduate program and job performance

To apply, send a cover letter, resume, and your response to at least one (1) of the questions linked to [here](#) to reslife@slu.edu.

Questions about this position: To inquire about this opportunity available at Saint Louis University, please contact us at: reslife@slu.edu or (314) 977- 2811