



Division of Student Development

Graduate Assistant (GA) Recruitment

MULTIPLE AVAILABLE OPENINGS: 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: Graduate Hall Coordinator

Hiring Department: Housing and Residence Life

Supervisor: Residence Hall Coordinator of Assigned Residential Area

Position description: The Graduate Hall Coordinator (GHC), is a 10-month, live-in graduate assistantship that works directly with professional and student staff to establish and sustain the total development of the student through practices of community standards, community experiences, intentional conversations, reflection, and group dialogues. The GHC reports to a Residence Hall Coordinator (RHC), under the advisement of an Assistant Director, and works collaboratively with their supervisor to provide direction for student learning and academic success while managing, or co-managing, the overall administrative, supervisory, and community experiences for a co-educational residence hall area of 200 – 900 students.

Job Responsibilities:

Supervision, Training and Development

- Assist the department and supervising RHC in the recruitment, selection, training, supervision, and evaluation of 10-30 paraprofessional staff members
- Directly supervise a Lead Resident Advisor who supports the operations of the Resident Advisor staff
- Regularly meet with staff individually, as directed by the RHC, to discuss progress on goals or opportunities for new initiatives or projects
- Attend weekly area staff meetings to communicate upcoming events, discuss community concerns, and facilitate professional development experiences related to the goals of the student staff position

Residential Education

- Assist RHC in the facilitation of a programming and community development model designed around a residential curriculum
- Support and aid departmental residential learning initiatives that work to cultivate community responsibility, intellectual curiosity, understanding of self and others, and wellness
- Maintain a high level of visibility in the community through regular touring of the community, interactions with residents, and attending community and campus events
- Advise, counsel, and seek to develop residents in alignment with the department's mission to create and sustain a supportive living environment
- Cultivate a positive and engaging living environment that enables students to build relationships and fosters a sense of belonging
- Nurture and support relationships with residents, residential Campus Ministry representatives, maintenance and custodial staff, and campus partners
- As needed, serve as a liaison to Learning Community faculty, staff, or student leaders and partner with them on residential initiatives to further enhance the out of classroom experience

Community Standards and Crisis Intervention

- Serve in an on-call rotation for all residential areas and the campus community as a responder and essential personnel for student and campus emergencies or incidents
- Collaborate with campus partners in response to issues/incidents in the residential communities
- Implement and uphold Saint Louis University and the Office of Housing and Residence Life objectives, policies, rules, and procedures
- Review all reports of community standards violations that take place in your community and/or involve residents living in your area
- Serve as a hearing officer for student conduct hearings and possibly co-facilitate Restorative Justice circles
- Utilize the Maxient conduct database to track student incidents and manage assigned conduct cases
- Assign outcomes/sanctions utilizing a restorative model, educational workshops, and reflection opportunities
- Be actively involved in resolution of issues and concerns in a timely manner including behaviors that degrade or oppress others
- Advise student leaders in confrontation of inappropriate student behavior and alleged policy violations
- Serve as a resource to students and provide appropriate follow-up or referrals
- Provide programs and other proactive educational interventions to enhance good decision making by residents

Administrative Responsibilities

- Assist the Residence Hall Coordinator (RHC) with the general administrative and managerial functions of a residential area housing approximately 500-900 residents
- Oversee administrative processes in partnership with the Lead Resident Advisor
- Provide written reports (student/facility report, on call incident reports, quarterly reports) as needed and in a timely manner
- Report, track, and follow up on maintenance issues with appropriate building maintenance and custodial staff
- Assist in coordination of building opening and closing, student assignment and occupancy changes, Health and Safety inspections, and room condition and billing processes
- Participate in department and/or division-wide committees, trainings, task forces, and professional development activities
- Serve as a purchasing agent for program and event supplies for residential events
- Collaborate with maintenance and facilities staff to maintain a living environment conducive to learning

Student Leadership

- Co-advise Community Council by serving as a support, resource, and staff liaison, including attendance at all meetings and programs
- Promote student leadership opportunities within the community through community programs and initiatives
- Participate in the facilitation of student leadership training for Community Council student leaders
- Help oversee budget process with the Community Council Vice President of Finance
- Support and advocate for departmental student leadership groups, including RHA, NRHH, and LCA

Qualifications:

- 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 with cable, internet service, utilities, and connection-free laundry access
- Meal stipend of 125 meal swipes per semester and \$480 in Flex Dollars to utilize at on-campus dining facilities
- Professional development and extensive training opportunities within the department, the division of Student Development, and the University at-large
- Furnished office 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 the Graduate Hall Coordinator opportunity available at Saint Louis University, please contact us at: reslife@slu.edu or (314) 977- 2811.