Overview of USF and Housing & Residential Education

Student Affairs at the University of South Florida is a pre-eminent organization that inspires learning and transforms the lives of students for lifelong success. Student Affairs provides learning opportunities and environments for students to discover, integrate, and apply new knowledge that increases their capacity for personal growth, responsible citizenship, and ethical leadership.

Guided by the direction of Student Affairs, Housing & Residential Education at the University of South Florida provides a safe community, innovative programs, and quality services that contribute to our residents’ success by fostering their learning, personal development, and citizenship.

About the Position

Housing & Residential Education seeks a talented and dedicated educator to join the dynamic Residential Life & Education team as the Greek Village Graduate Assistant. USF takes a holistic approach to residential life and education. With the Residence Life Coordinator, the Greek Village Graduate Assistant will lead the charge for student development while having the opportunity to create, implement, and manage a comprehensive residential life and education program designed to intentionally contribute to student learning, growth, and success, especially in making connections, academic success, and globalization. The Greek Village Graduate Assistant will act as a liaison to the Office of Fraternity & Sorority Life and this position does not require campus residency. The Greek Village Graduate Assistant is supervised by the Greek Village Residence Life Coordinator and has an office in the Greek Village Community Office.

Position Responsibilities

The Greek Village Graduate Assistant will work with and support the Residence Life Coordinator to implement a safe, secure, and learner-centered environment in an area of 350 residents. Additionally, the Greek Village Graduate Assistant will help the Residence Life Coordinator oversee academic support, staff supervision, facilities management, student conduct, crisis intervention, and social justice education, while conducting their work in a student-centered manner. The Greek Village Graduate Assistant will also serve as a co-advisor to the Greek Village Council, which partners with the Greek Ambassadors Program (Greek Programming Board). In addition, the Greek Village Graduate Assistant will plan and implement on-going training for the Community Manager staff.

The position requires 20 hours a week and frequent and meaningful interactions with students in a variety of settings.

Framed by the values of Student Affairs, the major responsibilities of the Greek Village Graduate Assistant include:

Co-Supervision and Staff Development & Training

- Assist with the supervision of 14 Community Managers, which includes conducting one-on-one meetings on a bi-weekly basis and leading staff meetings on a weekly basis
- Assist the Residence Life Coordinator in conducting semester performance evaluations of Community Managers and coordinating the peer evaluation process of Community Managers by their residents
- Maintain 10-15 regularly posted weekly office hours in the Greek Village Community Office; assess the training needs of the Community Managers, and develop, implement, track, and assess on-going in-services geared toward the needs of the student staff
- Coordinate and assist with the selection and hiring of Community Manager staff members
- Coordinate the Spring Kick-off for Community Managers for the next academic year

Advising and Community Development

- Serve as an advisor for the Greek Village Council and act as a liaison between Housing & Residential Education and the Office of Fraternity & Sorority Life in the advisement of the Council
- Encourage and assist the Greek Village Council and Community Managers in the assessment of educational and community needs and interests of resident members
- Monitor Greek Village Council funding, and manage the programming approval process

Administrative Duties

- Develop a working knowledge of Housing & Residential Education and the Office of Fraternity & Sorority Life operations, and work with the Residence Life Coordinator and other University staff to insure proper administration of departmental and University policies and procedures
- Maintain a work schedule designed to provide maximum accessibility and involvement with students, Community Managers, the Greek Village Council, and departmental and Student Affairs staff members
• Demonstrate and continuously improve effective communication, planning, and organizational skills as they relate to job responsibilities
• Attend weekly Housing & Residential Education Senior Staff meetings (The Greek Village Graduate Assistant is also invited to attend Office of Fraternity & Sorority Life staff meetings)
• Assist in the coordination of house opening/closing periods; prepare and publish a monthly newsletter sent to all resident members in the Greek Village
• Develop a working relationship with the Office of Fraternity & Sorority Life, Housing & Residential Education, Environmental Health & Safety, University Police, and other support organizations
• Work cooperatively with the Assignments, Holly M, and Facilities staff members in matters related to facilities maintenance, housekeeping, room assignments, room conflicts, verification of occupancy, card access, and house/room damage issues
• Coordinate the semester duty schedule for Community Managers, including holiday break coverage, and approve and communicate any duty changes in accordance with departmental procedures
• Assist the Residence Life Coordinator in meeting with individuals involved in policy violations
• Work with the University Police adopt-a-cop to ensure that safety requirements are being met for the community
• Coordinate routine health and safety inspections of residential living areas, including resident rooms, according to the established procedure
• In collaboration with the Residence Life Coordinator, conduct weekly inspections of all house common areas (including living rooms, kitchens, pantries, hallways, and bathrooms) to ensure there are no fire, health, and safety concerns and communicate concerns to Community Managers and the Residence Life Coordinator
• Maintain office management information and supplies for successor
• Complete other duties as assigned

Compensation
The Greek Village GA is a live-off staff member who receives a competitive stipend of approximately $12,000 per 12 months and a tuition waiver for up to nine (9) graduate credit hours per semester (not including fees) and partial reimbursement for Student Health Insurance policy premium. In addition, the Greek Village GA compensation includes a partial meal plan.

USF is an Affirmative Action, Equal Opportunity, Equal Access Institution committed to diversity.