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 our dynamic Residence Life & Education team as the Graduate Assistant (GA) for Leadership Education. USF takes a holistic approach to residential life and education. Along with the North area Assistant Director of Residential Life and Education, the Leadership Education GA will assist in the advising, programmatic planning and operations of the Residence Hall Association (RHA) and the National Residence Hall Honorary (NRHH). The Leadership Education GA will have opportunities to create, implement, and manage dynamic teams of student leaders, to intentionally contribute to student learning, growth, and success, especially in making connections, academic success, and globalization. The Leadership Education GA is supervised by the Assistant Director for the North Area of campus.

Position Responsibilities

The Leadership Education GA will work with and support the Housing and Residential Education in our vision of creating and supporting a dynamic residential experience that produces proud USF Alumni and engaged global citizens. Through recruiting, advising, and supporting student leaders that represent the 5,400+ students living on-campus, the Leadership Education GA will serve as co-advisor to RHA and NRHH. 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 are as follows:

Assist in Advisement of Residence Hall Association

- Work closely with full-time Assistant Director of Residential Life & Education in all aspects of advising RHA and NRHH.
- Support and attend RHA-sponsored programs
- Assist with planning and implementation of large-scale programs and events (examples include Week of Welcome (WOW) events in fall and spring, RezFest event, etc.)
- Attend weekly RHA general meetings and executive board meetings
- Meet individually with the Director of Programming and Director of Public Relations and Records on a weekly basis
- Meet monthly in a joint meeting with the RHA president and RHA advisor
- Participate in performance evaluations of RHA executive board twice a year
- Coordinate all regional and national involvement and bolster submissions for RHA, NRHH, SAACURH, and NACURH sponsored awards
- Coordinate and assist with preparation of a delegation of 3-10 members to each of the one state, two regional and one national conference
- Attendance at least 1 regional conference a year to serve as the delegation advisor, utilizing university vans to transport delegates
- Assist executive board members in maintaining structured and productive office hours

Supervision

- Directly supervise 2 RHA executive board members
- Indirectly advise 6 members

Assist in Departmental Programming and Student Leadership opportunities

- Lead Residential Life & Education advising initiatives through professional development workshops, weekly updates at meetings, etc.
- Assist in student leadership transition and training in April and August for all RHA/NRHH student leaders
- Assist in regular on-going leadership development workshops; including creation of lesson plans, training of facilitators, and implementation of workshops
• Serve as a member of the Leadership Living Learning Community Advisory Board

General Expectations
• Attend Residential Life & Education staff trainings and meetings
• Meet weekly with your direct supervisor or as specified
• Schedule approximately 20 hours of work per week. Some hours will occur through weekend/evening programs and meeting with students.
• Build positive relationships with university partners
• Serve as a Teaching Assistant for RA class, or the Leadership LLC class.
• Option to serve on departmental committees.
• Other responsibilities as assigned

Compensation
The Leadership Education Graduate Assistant is a live-out 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.