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<th>Department Name and Location</th>
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| Graduate Assistant for Hall Administration for University Housing and Residence Life | 50% (20 hrs) | • Advise, or co-advice, area hall council, a student group of Area Residents as they recruit, train, and recognize students and implement hall programming  
• Co-supervise Resident/Community/Safety/Desk Assistants, in conjunction with the Hall Director, providing formative feedback on job duties, such as crisis response, program implementation, and student contact  
• Hear lower-level conduct cases, such as noise, alcohol, or cannabis cases, providing educational sanctioning, restorative justice conversations, and 1:1 intervention as needed  
• Meet with residents, helping to provide a warm/welcoming atmosphere and assistance in navigating the higher education landscape of SIUC  
• Assist with day-to-day administrative tasks and resident situations, such as Health and Safety room visits, student meetings, keys, or communicating with students, parents, and stakeholders | • Excellent interpersonal skills and written and oral communication skills  
• Experience working on teams and programs, or managing student staff  
• Able to adapt to a changing environment with competing priorities  
• Ability to work with and manage students with marginalized identities  
• Dedication to anti-racism, diversity, equity, and inclusion principles  
• Previous experience working in University Housing and/or Residence Life  
• Experienced in the computer applications of MS Word, MS Excel, MS PowerPoint and Prezi.  
• Note: Preference will be given to students in the CSP graduate program and Counseling/Psychology/Social Work graduate programs | Fall 2024-Spring 2025 | Please email resume, cover letter, and references to: Zachary Smith, Assistant Director of Residence Life, University Housing: zachary.g.smith@siu.edu with “GA Hall Administration Applicant” in the subject line. | Open until filled | 4 |