

Graduate Assistant Posting Form*

Department Name and Location	% of Time	Job Description	Qualifications	Time Period of Position	How to Apply	Deadline to Apply	Number of Positions
Graduate Assistant for Hall Administration for University Housing and Residence Life	50% (20 hrs)	<ul style="list-style-type: none"> • Advise, or co-advise, 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 	<ul style="list-style-type: none"> • 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