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## Functional Area Graduate Assistants

### CLASSIFICATION: Graduate Assistant (Student)

The University of Mississippi Department of Student Housing accommodates approximately 5400 students in 17 residential communities located in traditional and contemporary (suite-style), residential college, and apartment facilities.

**POSITION SUMMARY:** Functional Area Graduate Assistants are graduate level positions responsible for providing support, leadership, and general oversight to one of four functional administrative roles of departmental activity. These administrative functions include: Conduct, Leadership, or Desk Operations & Assessment.

### QUALIFICATIONS:

1. Acceptance as a full-time graduate student in one of the university's academic programs (Higher Education/Student Personnel Services program preferred)
2. Residence hall and/or undergraduate leadership experience

### GENERAL RESPONSIBILITIES OF EACH FUNCTIONAL AREA POSITION (2):

1. **GA for Conduct:** The primary function of this position is to assist the department in the area of student conduct and to and serve as a resource of information to students, parents and other constituents. Performance of tasks relating to position will usually occur during normal business areas.
  - Assist in the maintenance of accurate conduct records and files through conduct system (Maxient)
  - Coordinate and facilitate formal and informal adjudication of housing and university conduct violations
  - Assist with Student Conduct Board training, recruitment, and selection
  - Create and execute presentations on the Rules of Conduct, the Ole Miss Creed, and the M-Book
  - Provide administrative support for the Department of Student Housing
  - Serve as a student conduct hearing officer
  - Serve in residence hall on call/duty rotation with an assigned area of the department
2. **GA for Leadership:** The primary function of this position is to assist the department in the area of Leadership Development among student leaders serving voluntarily in leadership roles within the residential environment. Performance of the tasks relating to position will usually occur outside of normal business hours, with some normal business hour functional tasks.
  - Assist in advising Residential Housing Association (RHA), National Residence Hall Honorary (NRHH), and the University of Mississippi Community Assistant Association (UMCAA).
  - Oversee Housing Resource Room/Programming Center
  - Supervise student employees in the Student Housing Resource Center
  - Assist in coordinating budgets for RHA, NRHH, and UMCAA
  - Serve on assigned departmental committees and taskforces
  - Serve as a student conduct hearing officer
  - Serve in residence hall on call/duty rotation with an assigned area of the department.

### BENEFITS:

1. Tuition waiver up to 21 hours per calendar year
2. \$1140 per month stipend (ten month agreement)
3. Health Insurance (through graduate school, optional)
4. Professional development funds and travel opportunities
5. Furnished on campus accommodations provided
6. Potential option for summer employment

**SUPERVISOR:** Area Coordinator or other Professional Housing Team member

### APPLY:

1. Application of Interest may be made online at <http://studenthousing.olemiss.edu/graduate-student-positions/>. Application materials will include: Statement of Interest/Intent and appropriate contact information for three (3) references, current resume.
2. Applicants to the Higher Education and Student Personnel Graduate Program are preferred and strongly encouraged to review materials at [http://education.olemiss.edu/academics/programs/higher\\_ed\\_ma.html](http://education.olemiss.edu/academics/programs/higher_ed_ma.html). Students may apply through the University of Mississippi Graduate School at <http://www.olemiss.edu/gradschool/>. **Students must have applied**

***and be admitted to a program prior to an on campus offer being extended.***

Applicants must be able to pass a criminal background check and be able to attend and participate in Fall Graduate Training (scheduled currently to begin on or about July 15, 2015).

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Sometimes, a video or two does a better job of telling the story of a Great American Public University and the city in which it is located. Take a few minutes to watch and listen about a great place to be for your graduate career!

### ***University of Mississippi***

When it chartered the University of Mississippi in 1844, the Mississippi Legislature laid the foundation for public higher education in the state. The university opened its doors to 80 students. Over 150 years later, the University of Mississippi is alive with a history of achievement that chronicles the development of the state and its people. Known affectionately as Ole Miss, the university has grown to a doctoral degree-granting university with 15 academic divisions and 21,500 students located in Oxford, Mississippi

UM Video 1: <http://www.youtube.com/watch?v=iQPpJlMy3Fs>

UM Video 2: <https://www.youtube.com/watch?v=5vBCCQyF-lQ>

UM Video 3: <http://www.youtube.com/watch?v=4jGTA9FvW3U>

UM Video 4: <http://www.youtube.com/watch?v=CYR76Z4oRlA>

For more information on the University of Mississippi, visit <http://www.olemiss.edu>

For more information on the University of Mississippi Department of Student Housing, visit <http://studenthousing.olemiss.edu>

### ***Oxford, Mississippi***

The University of Mississippi is located in Oxford, Mississippi (Lafayette County), about 90 miles southeast of downtown Memphis, Tennessee. Oxford Video: <http://www.youtube.com/watch?v=zZXNFMsz5zQ>

For more information, visit these websites <http://www.oxfordms.net/>, <http://oxfordms.com/>, and <http://visitoxfordms.com>