Functional Area Graduate Assistants

CLASSIFICATION: Graduate Assistant (Student)

The University of Mississippi Department of Student Housing accommodates approximately 5,400 students in 17 residential communities located in traditional and contemporary (suite-style), residential college, and apartment facilities.

POSITION SUMMARY: As a member of the Residential Learning team who strives to fulfill the Student Housing passion statement by assisting in the preparation of our students to be independent and contributing global citizens, the 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. Three of these administrative functions currently available include: Desk Operations, Conduct, and Restorative Justice.

QUALIFICATIONS:

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

GENERAL RESPONSIBILITIES OF EACH FUNCTIONAL AREA POSITION (3):

1. ***GA for Desk Operations:*** The primary function of this position is to assist the department in the area of Desk Operations and to serve as a resource of quality service to students, parents, and other constituencies. Performance of tasks relating to position will usually occur during normal business hours, with some afterhours and weekend work to be performed.
    - Manage Community Desk Assistant (CDA) recruitment and hiring process for seventeen (17) 24-hour desks
    - Implement common expectations for all desks and assist desk supervisors with problem solving
    - Develop large scale CDA training process as well as abridged training process for continual in-year hires
    - Develop training processes and materials for in-hall day-to-day desk supervisors
    - Serve as a representative and advocate for CDAs
    - Maintain and update desk operations website and manual
    - Serve on assigned departmental committees and taskforces
    - Serve as a housing and University-level hearing officer for lower level conduct
    - Serve in residence hall on call/duty rotation with an assigned area of the department

2. ***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 hours.
    - Serve as a housing and University-level hearing officer for lower level conduct
    - Assist in the maintenance of accurate conduct records and files through Maxient conduct system
    - Coordinate and facilitate formal and informal adjudication of housing and University conduct violations
    - Develop and implement presentations on Student Housing Policies, the Ole Miss Creed, and the MBook
    - Provide administrative support for the Department of Student Housing
    - Serve in residence hall on call/duty rotation with an assigned area of the department
    - Develop and present training sessions to all levels of staff – undergraduate, graduate, and professional

3. ***GA for Restorative Justice:*** The primary function of this position is to assist the department in the area of restorative practice initiatives. Performance of tasks relating to position will usually occur during normal business hours.
    - Assist with:
        - Reviewing and assessing student conduct cases that go through the restorative justice process
        - Facilitating Creed Community Circles utilizing language reaffirming the importance of the Ole Miss Creed
        - Organizing Creed Community Circles including, but is not limited to: scheduling circles, monitoring referrals, locating meeting spaces, arranging spaces for the circles, and preparing each of the circles with the appropriate paperwork
        - Follow up and assessment after Creed Circles are completed
        - Entering agreements and monitor deadlines using the Maxient conduct system
        - Training circle facilitators
        - Manage roommate agreements system
        - Implement and support residence hall event programming for Roommate Week
    - Assist in the development of:
        - In-service programs for Residential Learning staff members

    - Restorative Justice trainings, programs, and best practices
    - Materials relating to roommate mediation and roommate agreements
- Serve on departmental committees and taskforces
- Serve on an on-call duty rotation and effectively assist in management of crisis situations per established protocols
- Serve as a housing and University-level hearing officer for lower level conduct

BENEFITS:

1. Tuition waiver up to 21 hours per calendar year
2. Approximately $1,186 per month stipend (ten-month agreement)
3. Health insurance through graduate school (optional, paid for by student)
4. Professional development funds and travel opportunities
5. Furnished on campus accommodations provided
6. Potential option for summer employment

SUPERVISOR: Community Coordinator or other professional 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/Student Personnel Graduate Program are preferred and strongly encouraged to review materials at 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/. ***Admittance to a Master degree program is required prior to an on-campus interview for this position. The GRE is a requirement for admission.***

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 14, 2018)

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: https://www.youtube.com/watch?v=QgjHZseaA2s
UM Video 2: https://www.youtube.com/watch?v=Tt2KE-KDiwo
UM Video 3: https://www.youtube.com/watch?v=5vBCCQyF-lQ
UM Video 4: https://www.youtube.com/watch?v=bQZUq-d9auU

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: https://www.youtube.com/watch?v=chOvjAJJVUY

For more information, visit these websites:
http://www.oxfordms.net/

http://oxfordms.com/

http://visitoxfordms.com