



Graduate Assistant for Care and Crisis Response

**Housing and Residence Life
Division of Student Development**

Position Summary

The Graduate Assistant for Care and Crisis Response (GACCR) is a part-time graduate assistant position in Housing and Residence Life (HRL). Along with the Assistant Area Coordinators, the GACCR is one of 6 graduate assistants in Housing and Residence Life. GAs in Housing are required to live in an on-campus apartment, which is provided by the university, and to participate in an on-duty rotation to respond to campus emergencies and resident concerns.

The GACCR assists with HRL on-duty response after business hours and on weekends/holidays and follows up on care and student conduct referrals as directed by the Office of the Dean of Students. The GACCR may also participate in supporting operations and community development in the department, including opening and closing, and recruitment, selection, and training of student staff (Resident Assistants and front desk staff). The GACCR may also do a variety of the following tasks (but not limited to): supporting Resident Assistants (RAs) while on-duty, adjudicating conduct cases, and other duties as assigned.

The GACCR reports directly to the Associate Director of Community Engagement & Learning Initiatives. Indirect supervision is provided by the Housing and Residence Life Lead Team (Director, Associate, and Assistant Director of HRL).

This is a term-limited position that ends on June 11, 2023.

Anticipated Learning Opportunities

The GACCR position is designed to provide an experience for graduate students to develop skills and competencies in translating theory to practice, teaching and training, administration and management, multicultural awareness, helping and interpersonal skills, assessment and evaluation, and awareness of ethical and legal issues. Specifically, the GACCR will have the opportunity to cultivate skills around crisis response, student support, mediation, student staff support, student leadership advising, conduct administration, and professional development.

Essential Responsibilities

Crisis Response, Care, and Conduct (75%)

- Serve in the Senior Team On-Duty rotation (ACs, AACs, and GACCR) to support the RAs on-duty and provide HRL professional staff on-campus response for emergencies and crises in non-business hours.
- Respond to crisis and emergency situations and communicate necessary information appropriately.
- Follow up with distressed students and refer students to resources.

- Serve as a Conduct Administrator to adjudicate conduct cases.
- Assist department with mediating student conflicts.
- Counsel, advise, and refer residents on personal and academic matters.

Departmental Responsibilities (25%)

- Attend staff trainings, including Senior Team Fall Training and in-service training programs throughout the year
- Attend weekly HRL department meetings, hall staff meetings, and quarterly RA in service meetings.
- Perform occasional work during evenings, weekends, and holidays.
- Participate in the Division of Student Development in-services, programs, and initiatives.
- Assist in staff recruitment and selection processes.
- Participate in departmental committees.
- Other duties as assigned by the Lead Team for HRL.

These responsibilities may be adjusted as needed in response to specific needs of the residential community.

Anticipated Work Schedule

The GACCR will work an average of 20-25 hours per week each quarter, which includes about 10-15 office hours per week during business hours for meetings, student follow up and administrative tasks, and 5-10 hours on-duty or performing other work after business hours or on weekends/holidays. When on-duty, the GACCR must remain within 15 minutes of campus in the event an in-person response is required. This position requires a high degree of flexibility, as many responsibilities will require some afterhours work along with participation in department in-services and weekly staff meetings (Wednesday nights at 8 PM to 10 PM). The GACCR participates in the on-duty rotation approximately 2-3 weeks per quarter, which requires some work hours to occur after-hours and/or evenings and weekends.

The GACCR is not expected, but may choose, to work during university break periods (Thanksgiving and winter and spring breaks) and are allowed to continue living in their on-campus apartment during breaks. The GACCR may choose to be scheduled for on-duty responsibilities during these times. The GACCR is asked to stay on campus each quarter for 24 hours after the RAs are released at the end of each quarter.

The GACCR will be paid tether pay when on-duty, but not actively responding to incidents. The GACCR will be paid their regular wage when performing normal job functions or responding to incidents while on-duty.

Compensation:

- **Hourly Pay:** \$21.67/hour, not to exceed \$16,036/academic year.
- **Cell Phone Allowance:** \$651/year, paid in one installment in Fall Quarter.
- **Tether Pay:** \$4.00/hour while on-duty
- **Room & Board:** The AAC is provided a furnished on-campus apartment and a meal plan.

Minimum Qualifications and Skills

- Full-time graduate student with good academic standing
- Demonstrated student leadership experience

- Good communication, organizational, administrative, and managerial skills
- Demonstrated initiative, enthusiasm, and programming skills
- Ability to serve as a positive role model and educator to students
- Demonstrated commitment to social justice and inclusion

Preferred Qualifications and Skills

- Graduate student in the Student Development Administration program
- Experience as an RA or in a residential life leadership role
- Supervision experience
- Student group advising experience
- Conduct administration experience