Graduate Assistant for Residential Leadership Initiatives
Housing and Residence Life
Division of Student Development

Position Summary

The Graduate Assistant for Residential Leadership Initiatives (GARLI) supports the mission and vision of Housing and Residence Life (HRL) primarily through co-advising the Residence Hall Association (RHA). The GARLI will also assist with departmental processes, including hall opening and closing, recruitment, selection, and training of student staff (Resident Assistants and RHA student leadership), and participating in the 24/7 on-call campus duty rotation supporting the residential student population. The GARLI may also be involved with a variety of the following tasks (but not limited to): co-advising of RHA Executive Council, support to individual Hall Councils, and adjudication of residence hall conduct cases.

The GARLI reports directly to the Area Coordinator (AC) who co-advises RHA. Indirect supervision is provided by the Housing and Residence Life Lead Team (Director, Associate, and Assistant Directors of HRL).

Anticipated Learning Opportunities

This position is designed to provide an experience for a graduate student 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 ethical and legal experience. Specifically, this position will have the opportunity to cultivate skills around student leadership advising, conduct administration, crisis management, and development as a professional.

Essential Responsibilities

A note on the responsibilities listed below – the work listed is an estimate and the responsibilities of this position fluctuate depending on the needs and capability of the Executive Council of the Residence Hall Association and what the department may need at a particular moment in time.

Residence Hall Association (RHA) Co-Advising (50%)
• Co-advising the RHA Executive Council (EC), directly advising some of the members
• In collaboration with the other Co-Advisor, provide resources and support to student leaders and HRL staff who coordinate hall councils within the residence halls
• Provides guidance, risk management, and support to all activities that fall under the umbrella of RHA
• Ensure that effective communication occurs interdepartmentally and between residence hall student governing bodies and HRL by serving as a communication channel between RHA and/or hall councils and the HRL staff
• Ensure leadership opportunities and the development of community through the active support/advisement of residence hall governments and the RHA election process
• Work to enhance the department's offerings related to student engagement and community development
• As needed, work outside of standard business hours to attend and support RHA Fall Training, RHA Executive Council meetings, RHA Assembly meetings, and RHA programs

Conduct Administration & Crisis Management (30%)
• Serve as a Conduct Administrator to adjudicate residence hall conduct cases
• Serve in Senior Team on-duty campus rotation (Area Coordinators and Graduate Assistants) to support the RAs on call and provide HRL professional staff on-campus response for emergencies and crises in non-business hours

Departmental Responsibilities (20%)
• Attend the professional staff orientation and training that includes Senior Team Fall Training and in-service training programs throughout the year
• Attend HRL department meetings
• Support departmental processes, including student staff training and hall opening
• Participate in the Division of Student Development in-services, programs, and initiatives
• Assist in professional staff and student staff recruitment and selection processes
• Participate in departmental committees, specifically the training committee
• Provide staff support to Theme Community initiatives, as needed
• Other duties as assigned by the HRL Lead Team

Anticipated Work Schedule
The GARLI will work an average of 20 hours per week, typically during standard business hours. Some times of the year (e.g., training, opening, closing, on-call weeks) might require more hours and/or work outside of standard business hours. The housing and meal plan stipend covers the additional hours during fall training and the on-call and emergency response responsibilities. The GARLI is expected to attend weekly regular meetings (department meetings, RHA Executive Council staff meetings, RHA evening assembly meetings); however, the GARLI has some flexibility in determining their specific office hours depending on department needs and position workload requirements.

The GARLI is not expected to work during university break periods (Thanksgiving and winter and spring breaks) and will not be scheduled for on-call responsibilities during these times.

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
• RHA familiarity
• Student group advising experience
• Conduct administration experience
• Ability to work independently in periods of ambiguity

Contact Information

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