



## Graduate Assistant to Residence Life

Part time

### WORK SCHEDULE

27 Hours each week (A number of hours designated in office between 8-5 and number of hours designated for events, emergency response, training, etc.)

### WORK SITE

Onsite Bethany

### REPORTS TO

Dean of Students

### DEPARTMENT

Student Life

### EFFECTIVE DATE:

July 15, 2022

### JOB SUMMARY

The Graduate Assistant to Residence Life is a part time (27 hours each week), 10 month, live-in staff position responsible to provide support for the overall administration and programmatic aspects of a designated residential living area. The Graduate Assistant must be passionate about creating a safe, welcoming environment in which residents feel supported, encouraged, challenged and valued. The Graduate Assistant works with the Residence Life Team to help foster the development of a living-learning environment, providing a space for residents to be shaped and molded with the hope that residents will then go out and change the world. By nature of this position, the Graduate Assistant must serve as a Christian role model and uphold the SNU mission of Character, Culture, and Christ. The Graduate Assistant provides support for all Residence Life functions in an effort to provide exposure and experience to different aspects of the role and different leadership style. Due to the nature, size and makeup of the residence halls, the GA would help in a number of specific duties in A.M. Hills Hall.

### RESPONSIBILITIES

#### Essential Functions:

- Actively promote and develop a residential community that values holistic learning
  - A. Builds relationships with residents of assigned living area
  - B. Fosters and supports a multi-cultural, culturally responsive, living learning community of belonging within the residential building.
  - C. Provides appropriate support for and development of students
  - D. Serve as a resource in dealing with specific residence hall situations such as roommate conflicts, students in crisis, diversity issues and other student concerns.
  - E. Meet with students and make disciplinary decisions regarding residence hall policy violations.
  - F. Provides support in making and communicating disciplinary decisions regarding residence hall policy violations



- G. Serves in rotation for on campus emergencies, Responds to critical incidents
- H. Follows up with ongoing situations as needed
- I. Attend chapel on a regular basis
- J. Maintain hours of availability in Residence Life offices
2. Seek to fulfill university mission by developing well rounded and mature student leaders
  - A. Supervise, coach and develop student leaders in line with the SNU mission
  - B. Clearly articulate expectations for student staff
  - C. Provide assessment, feedback, and accountability for student staff
  - D. Coordinate and facilitate ongoing training as assigned
3. Coordinate all administrative area functions, including:
  - A. Serve as a liaison and resource to the Housing and Facilities offices
  - B. Oversee and manage living area programming/development budget
  - C. Complete and submit required reports and proposals
  - D. Manage the details regarding events that occur in the Bud Robinson room and Hills Classroom
4. Work to develop and achieve departmental goals
  - A. Participate in the selection of Resident Assistants and their ongoing training and evaluation
  - B. Facilitate faculty involvement and partnership in the residential community
  - C. Participate in weekly departmental meetings and supervisory meetings as assigned
  - D. Participate in professional staff development, including Student Life monthly meeting
5. Develop and implement other departmental/Student Life initiatives, such as;
  - A. Serve as a liaison and resource to Student Life and other departments as assigned
  - B. Other initiatives as assigned
6. Perform other duties as assigned

#### **Required Qualifications:**

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity.
- Bachelor's degree
- A personal commitment to an intimate and continually growing relationship with Jesus Christ.
- Ability to integrate Christian faith with student development theories and practice
- An understanding of the importance for diversity, inclusion and equity.
- Passion to walk alongside college students in this crucial season of life;
- Excellent interpersonal and written communication skills;
- Strong analytical and organizational skills;
- Ability to operate in a highly confidential manner and with minimal supervision;
- Demonstrated commitment to the fundamental values of service to others, community, and diversity;
- Availability to work many evenings and weekends;
- Attend and be active in a local worship community.

#### **Preferred Qualifications:**

- Residential experience preferred;
- Success in cultivating collaborative relationships with numerous departments and campus programs;
- Demonstrated ability to problem solve and manage conflict;
- Ability to work independently and as a member of a team and interact effectively with students;
- Demonstrated ability to prioritize, take initiative and manage multiple tasks while exercising sound judgment;

**Supervision Received:**

- Receives direct supervision, work assignments, support and mentorship daily from Dean of Students and additional support from the Resident Director team and Housing Coordinator and Assistant to Residence Life.

**Supervision Exercised:**

- Supports and assists the Resident Directors in leadership of Resident Advisor student staff.

Apply Online for this position at <https://snu.edu/employment/>

**BENEFITS**

Benefit structure including on campus housing, utilities and internet, First Net cell phone (can choose to use as personal as well if desired) and meal plan in campus dining.

Scholarship provided to be applied to continuing graduate education.

**Updated: August 17, 2020**

**SOUTHERN NAZARENE UNIVERSITY  
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY  
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

**Students contact:**

Dean of Students  
Southern Nazarene University  
Office of Student Life  
6612 NW 42nd St.  
Webster Commons, Lower Level Suite 110A  
Bethany, OK 73008  
405-491-6336/ Email: [kbradley@snu.edu](mailto:kbradley@snu.edu)

**Employees contact:**

Director of Human Resources (or immediate supervisor)  
Southern Nazarene University  
6729 NW Expressway



Bresee Hall, Room 306  
Bethany, OK 73008  
405-491-6333/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

**Chief Diversity Officer**

Vice-President for Intercultural Learning and Engagement  
Southern Nazarene University  
6729 NW 39th Expressway  
Bresee Suite 200  
Bethany, OK 73008  
405-491-6600/ Email: [lcrouso@mail.snu.edu](mailto:lcrouso@mail.snu.edu)

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

**Executive Vice President**

Southern Nazarene University  
6729 NW Expressway  
Bresee Suite 202  
Bethany, OK 73008  
[405-491-6306](tel:405-491-6306)/ Email: [mredwine@snu.edu](mailto:mredwine@snu.edu)

**TITLE IX DISCLOSURE**

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.



Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

\*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).