



Graduate Assistant to Student 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

Executive Director of Live Last Center for Learning through Service and Dean of Students

DEPARTMENT

Student Life

EFFECTIVE DATE

July 15, 2022

JOB SUMMARY

The Graduate Assistant to Student 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 and student events. The Graduate Assistant must be passionate about creating a safe, welcoming environment in which all students feel supported, encouraged, challenged, and valued. The Graduate Assistant works with the Student Life and 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 lives in the Chapman apartment area and provides a consistent staff presence and support for all Residence Life functions in an effort to provide exposure and experience to different aspects of the role.



RESPONSIBILITIES

Essential Functions:

Enthusiastically providing a presence and Student Engagement

- Lead on Social Life Events/Support on Comm Relations Events
- Oversight of Clubs Organization and Structure
- Back up presence at other campus events when staff person is not available
- Support for LEAD retreat/training oversight
- Partner with Alumni on Senior Sunrise/Senior Sunset
- Plan/execute 2 low-key student events/semester. These will be filler events on weekends we don't have something big going on. (eg 1 At the Courts, 1 Movie Night)
- Assist with other Student Life/Student Leadership events as needed

Actively promote and develop a residential community that values holistic learning

- Builds relationships with residents of assigned living area
- Fosters and supports a multi-cultural, culturally responsive, living learning community of belonging within the residential building.
- Provides appropriate support for and development of students
- Serve as a resource in dealing with specific residence hall situations such as roommate conflicts, students in crisis, diversity issues and other student concerns.
- Meet with students and make disciplinary decisions regarding residence hall policy violations.
- Provides support in making and communicating disciplinary decisions regarding residence hall policy violations
- Serves in rotation for on campus emergencies, Responds to critical incidents
- Follows up with ongoing situations as needed
- Attend chapel on a regular basis
- Maintain hours of availability in Residence Life offices

Seek to fulfill university mission by developing well rounded and mature student leaders

- Coach and develop student leaders in line with the SNU mission
- Clearly articulate expectations for student staff
- Provide assessment, feedback, and accountability for student staff
- Coordinate and facilitate ongoing training as assigned

Coordinate all administrative area functions, including:

- Serve as a liaison and resource to the Student Life office
- Oversee and manage living area programming/development budget
- Complete and submit required reports and proposals



Work to develop and achieve departmental goals:

- Participate in the selection of Resident Assistants and their ongoing training and evaluation
- Facilitate faculty involvement and partnership in the residential community
- Participate in weekly departmental meetings and supervisory meetings as assigned
- Participate in professional staff development, including Student Life meetings

Develop and implement other departmental/Student Life initiatives, such as:

- Serve as a liaison and resource to Student Life and other departments as assigned
- Other initiatives as assigned.

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
- 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:

- Student Activities or Residence Life 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 from Executive Director of Live Last Center for Learning through Service and Dean of Students and additional support from Office of Student Life team.

Supervision Exercised:

Provides additional support for Student Leaders on Student Senate, Student Activities Leadership Team and Resident Advisors

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

BENEFITS

Generous benefit structure including tuition assistance, housing, meal plan and stipend.

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



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

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

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

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).