



# Graduate Assistantship Positions 2023-2024

## FOOD STUDIES & DUAL FOOD STUDIES+MBA

### ► Agroecology Assistant

The responsibilities of this position include 1) engaging with campus farm team and food production spaces 2) participating in action research with community-based stakeholders, and/or 3) managing agroecological trials for culturally relevant foods on the Eden Hall Campus.

*Tuition remission per year: \$5,000*

### ► Community Projects Assistant

This position will support a variety of initiatives, proposed research and development of presentations focusing on human health and wellness as it applies to food access issues and the alternative food system. Includes participation in grant-writing; PowerPoint creation; and outlining and writing presentations and papers for publication. Additionally, the position may aid in the organization and delivery of community-based health and wellness programs as needed and as time allows.

*Tuition remission per year: \$5,000*

### ► Culinary Project Assistant

This position will be responsible for assisting with food project development in the Kitchen Lab Classroom, including recipe development, food production feasibility, utilization of farm goods in value-added production, and attendant culinary curriculum. Some culinary background is preferred.

*Tuition remission per year: \$5,000*

### ► Experiential Learning Assistant

This position will be a point person for assisting with campus livestock, including animal care and health; grazing and integration with agricultural spaces; student worker scheduling, team-building, and coordination; educational outreach; and other tasks as needed. Assistant may also be responsible for helping with relevant applied courses in the Falk School, including refining of course materials, organization of field trips, development of agricultural or culinary workshops, and other hands-on activities.

*Tuition remission per year: \$5,000*

## SUSTAINABILITY & DUAL SUSTAINABILITY+MBA

### ► Forester

This Assistant will perform a variety of outdoor assignments, which allow the public to safely access and enjoy the Eden Hall woodlands. Duties include, but are not limited to, clearing downed trees from hiking trails and helping to remove invasive plant species; helping to promote the woodlands as an organizing focus for community development; planning and implementing community service projects and citizen engagement activities focused on trail improvement/enhancement; and developing citizen science programming to involve the community in collecting, analyzing, and making conclusions about woodlands data.

*9 credits tuition remission per term + \$6,000 stipend; must be enrolled in 18 credits across fall/spring/summer*

### ► Eden Hall K-12 Project Support Assistant

This position will work with the K-12 Education Coordinator to design and implement events and courses that connect the Falk School to the local educational community. This includes the scheduling, planning, and execution of year-round programming, including but not limited to summer camps, school partnerships, site visits, open houses, academic challenges, Chatham student trainings, and apprenticeships.

*Tuition remission per year: \$5,000*

► **Sustainability Metrics Assistant**

This position has primary responsibility for research, emissions audit data collection and recording for Chatham’s climate initiative and other sustainability reporting (including, but not limited to, AASHE STARS, and ISCN). The assistant will conduct research on sustainability initiatives and projects, including costs and funding opportunities; prepare reports, analysis and recommendations; assist the Sustainability Coordinator with program development and implementation, including but not limited to event organizing, presentations, publications, and community activities; provide assistance on shared programs with other departments and centers as applicable, including assistance to student organizations; and help support Climate Committee work.

*Tuition remission per year: \$5,000*

► **Sustainability Business Graduate Assistant**

This position will support both research and experiential learning partnerships tied to the Falk School’s sustainable business program.

*Tuition remission per year: \$5,000*

► **Sustainability Program Coordination Graduate Assistant**

This position will support the MSUS program director in managing the academic program, including data management and tracking of program outcomes, as well as supporting program events.

*Tuition remission per year: \$5,000*

► **Community Council Events Graduate Assistant**

This position will support the Eden Hall Community Council and related student and community events at Eden Hall Campus.

*Tuition remission per year: \$5,000*

► **Internship Assistant**

This position will work with the Falk School Internship Coordinator to help find and keep track of internships, interns and related paperwork; visit potential sites; and aid in evaluation of internship sites.

*Tuition remission per year: \$5,000*

**OPEN TO ALL APPLICANTS**

► **Program Marketing Assistant, Center for Women’s Entrepreneurship**

The Center for Women’s Entrepreneurship provides opportunities for women to start, develop, and significantly grow their businesses. This position will have the opportunity to work with the Executive Director and Program Coordinator to develop and implement programs for women entrepreneurs and women in business in the greater Pittsburgh area. Working in the business community, coordinating and attending events, assisting with social media marketing and newsletters, and implementing new processes and programs are all a part of this exciting position.

*Tuition remission per year: \$5,000*

► **Women’s Institute Fellowship**

The Women’s Institute Graduate Fellowship supports students working in fields or topics related to women’s leadership and gender equity and/or with a strong interest or experience in women’s leadership and gender equity issues. The responsibilities of the Fellowship include marketing; event management; database maintenance; communication with campus partners; and other office and program support tasks as needed.

*Tuition remission per year: \$5,000*

► **Student Engagement Graduate Assistant**

The Office of Student Engagement is seeking a self-motivated, reliable, and organized individual for the role of the Student Engagement Graduate Assistant. This is a 12-month position responsible for working on Student Engagement initiatives and areas of responsibility such as annual Tradition events, Family & Friends Weekend, the Discover Pittsburgh excursion events series, and other programs and events as needed to support university retention efforts. This position will collaborate consistently and frequently with the Student Engagement professional staff, student staff, and various offices across campus. The individual in this role should have strong writing and communication skills, the ability to think creatively, and a passion for working with students, an interest in event planning, leadership development, and/or an interest in student development. This position will

contribute to daily Student Engagement operations, including administrative duties, marketing and communication efforts, supporting event logistics, and other duties as assigned.

**Position Requirements**

- Bachelor’s degree
- Experience working in Student Affairs or Student Activities preferred but not required
- Must be enrolled in 18 credits spread across the fall, spring and/or summer terms (Each program has different summer requirements and/or class availability)
- Willingness to work with a diverse student population with sensitivity and understanding of cultural differences
- Assist the Office of Student Engagement with designing programs, processes, and initiatives that increase students’ connection and sense of belonging to campus with respect to their intersecting social identities
- Must be available to work 19 hours per week (not to exceed 545 total hours in a calendar year) from July 15, 2023, through July 15, 2024, during regular business hours (or off hours as determined by the position/supervisor)
- All applicants must apply and receive admission to one of Chatham University’s graduate programs.
- Availability on nights and weekends
- Excellent leadership, organizational, and communication skills

*Graduate assistants will receive a scholarship for 9 credits of tuition (50% off registered credits) and be eligible for up to \$6,000 cash stipend per year for up to 19 hours per week (\$11/hour). Candidates must agree to a 2-year contract.*

► **Residence Life Graduate Assistant**

The Residence Life Graduate Assistant (RLGA) position is a 12-month position responsible for supporting the mission of Chatham University, the Office of Residence Life, and the Division of Student Affairs. The RLGA assists with the management and oversight of a variety of student housing service functions and residence life programmatic initiatives.

**Required Qualifications**

- Bachelor’s degree
- Admission to one of Chatham University’s graduate programs.
- Enrolled in 18 credits at Chatham University and spread across the fall, spring and/or summer terms. Each program has different summer requirements and/or class availability.
- Available to work 19 hours per week (not to exceed 545 total hours in a calendar year) from August 15, 2023, through August 15, 2024, during regular business hours (or off hours as determined by the position/supervisor).
- Availability on nights and weekends.
- Experience working with a diverse population.

**Preferred Qualifications**

- Experience working as a resident assistant, in residential life, or student affairs.
- Detail oriented with excellent planning, organizational and management abilities, have strong nurturing/interpersonal communication skills both verbal and written, ability to maintain positive customer service relations, and continuously helpful attitude.
- Ability to multitask, meet established deadlines and demonstrate initiative and flexibility.

**Duties and Responsibilities**

- Aid with the management and delivery of services for the residence life/housing program.
- Serve as office manager for the Residence Life Office located in the Carriage House and supervise, select, mentor, and train the front office student staff.
- Assist with the management of housing operations, which includes helping to coordinate process such as room assignments and changes, leases, keys, health and safety inspections and vacancy checks, fire drills, residence hall and apartment openings and closings, damage inspections and billing, and room condition reports.
- Manage the residence life maintenance work order process and tracking system and conduct regular walkthrough inspections of residential facilities.
- Assist with the upkeep and maintenance of website and myChatham intranet page.
- Assist with the planning and implementation of department and campus events and activities.

- Help with student staff recruitment, selection, and training.
- Perform other duties and special projects as requested and assigned by your supervisor and other residence life professional staff.

*Graduate assistants will receive a scholarship for 9 credits of tuition (50% off registered credits) and be eligible for up to \$6,000 cash stipend per year for up to 19 hours per week (\$11/hour). Candidates must agree to a 2-year contract.*

## ► Graduate Resident Director

The Office of Residence Life is looking to select highly skilled and motivated individuals to be part of our dynamic team in Graduate Resident Director (GRD) positions for the 2023-2024 academic year. Our mission is to create a living-learning environment for residential and commuter students that is focused on student success. GRDs are essential to making this mission a reality!

Our office is looking for highly motivated graduate students who are interested in taking on a leadership role and who want to gain some great experience. The GRD position encompasses a variety of responsibilities, including facilitating student and community engagement, staff supervision, crisis management, planning events, and more. GRDs are essential to the effective operation and development of our residential communities. This is the type of position where you will be able to make a difference and learn a great deal about yourself. Graduate students interested in this role should also have a high degree of responsibility, commitment, and dedication.

Prior to completing the online GRD application, please read the following information to ensure you have a full understanding of the GRD position and the responsibilities it encompasses. Applications will be accepted on a rolling basis until the positions are filled; however, priority consideration will be given to those who submit their application by March 1, 2023. We will be reviewing applications as we receive them, and our goal is to conduct interviews in early to mid March.

If you have any questions, please contact our GRD Search Chair, Darby Baublitz, coordinator of residence life, at [d.baublitz@chatham.edu](mailto:d.baublitz@chatham.edu).

### Minimum Qualifications

- Obtained a bachelor's degree from an accredited college or university.
- Must maintain a full-time graduate student course load (9 credits or more per term) at Chatham University.
- Maintain a 3.0 GPA throughout the time of your employment.
- The ability to relate positively to and maintain appropriate boundaries with students.
- Excellent administrative, organizational, time management, and communication skills.
- Demonstrated ability to work and communicate effectively with a diverse population of students, faculty, and staff.

### Preferred Qualifications

- Previous residence life, housing, or student life experience.
- Experience with emergency response and decision making.
- Mediation, intervention, and problem-solving skills.
- Ability to think broadly while maintaining attention to details and resources.

### Position Overview

- **Reports to:** Residence Life Professional Staff
- **Employment dates:** July 3, 2023 to June 30, 2024

The Graduate Resident Director (GRD) is a para-professional, part-time (20-hour a week), 12-month live-in position in the Office of Residence Life (Division of Student Affairs) at Chatham University. GRDs serve as integral members of the Residence Life team and are tasked with developing and maintaining residential communities that are conducive to the academic, social, and personal growth of students. The focus of the GRD position is on resident involvement, community engagement, building management, conflict resolution, crisis response and problem solving, program development and implementation, and supervision of staff and residents.

As a paraprofessional staff member in the Office of Student Affairs, GRDs are responsible for performing all duties in full support of mission, vision, and values of Chatham University. GRDs are expected to function in a

capacity where they operate from a **student-centered** framework and understand the positive and effective execution of these duties are instrumental to the Chatham University's core business— the recruitment, retention, and education of students.

Each GRD is responsible for the on-site management and overall supervision of one or more residential communities that range in student occupancy from 61 to 350+ students. The GRD directly supervises 4 to 10 Resident Assistants (RAs). Each GRD serves in an on-call capacity and shares on-call duty responsibilities with their peers. GRDs will be responsible for managing and responding to emergency situations, students in crisis, and policy violations. Given the nature of this position staff should expect to work evenings, weekends, and after business hours, as needed.

GRDs are expected to maintain eight office hours in the Office of Residence Life in the Carriage House each week. The remaining 12 hours are flexed to account for on-call responsibilities, staff supervision/meetings, program planning and attendance, hall meetings, and more. During the summer months (May to July) these hours are adjusted to ten office hours each week and the remaining ten are flexed.

## **Position Responsibilities**

### **I. Staff Supervision & Development**

- Supervise, mentor, train, and evaluate a Resident Assistant (RA) staff.
- Participate in staff selection processes and assist with various hiring functions within the department.
- Develop an on-going staff development plan, which will include, but is not limited to conducting weekly staff meetings, holding one-on-one supervision meetings with RAs, oversee RA assignments and projects, implementing staff bonding/recognition, developing RA training, and providing ongoing feedback regarding expectations and performance.
- Oversee preparation of on-call schedules for RA staff to ensure proper weeknight and weekend coverage.
- Manage RA staff programming and bulletin board requirements and hold staff accountable for completion.
- Conduct a semester evaluation for each RA that should assess and document each staff member's strengths and areas for improvement and growth.

### **II. Student and Community Engagement**

- Maintain a high level of visibility and availability to residents and RAs.
- Support the community development initiatives within the residential community (i.e. Community Hall Nights, living learning community events, hall meetings, etc.).
- Manage and oversee programming and community development budgets.
- Participate and assist with the coordination of large-scale department programs and events (i.e. opening/closing, convocation, etc.)
- Conduct one-on-one student wellness checks and follow-ups as directed.
- Assist students in resolving disputes and facilitate roommate mediations.

### **III. Facilities and Occupancy Management**

- Assist with the management of residential occupancy and retention.
- Manage the facilities work orders process for the residential community, which includes recording and tracking the completion of work orders, as well as inspecting student spaces and communicating with Facilities as needed.
- Assist in the opening and closing of residential communities at the beginning and end of each semester and during vacation periods. This includes serving as the lead coordinator for managing the move-in and move-out process for the assigned residential community.
- Manage residential keys and ID card access and ensure safety/security protocols are maintained.
- Utilize the StarRez management system to update and maintain student occupancy records.
- Conduct vacancy checks and walk-throughs/inspections of residential communities and evaluate facilities.
- Manage and conduct health and safety inspections for an assigned residential community.
- Oversee and manage the completion of Room Condition Reports and inspections.
- Complete administrative tasks and projects as assigned by professional staff.

### **IV. On-Call, Emergency Response, and Crisis Management**

- Participate in on-call duty rotation with other GRDs and serve as the primary responder and resource for emergency situations, RAs, and students in crisis. GRDs serve in a 24/7 on-call rotation throughout the academic year, including during holidays and university break periods. Respond over phone and/or in person as needed.

- Comprehend, adhere to, and enforce all on-call policies and procedures as directed by supervisors and as outlined in the staff manuals. While on-call, utilize the professional and/or administrator on-call for support or guidance as directed.
- Be available in emergency situations where an all-staff presence is needed. Residence Life staff are considered essential personnel and may be called upon regardless of on-call status to respond to a campus emergency (i.e. power outage, flooding, major student crisis, etc.)
- Escort students to the hospital in medical situations where requested by the student or given direction to do so by the Residence Life professional staff.
- Enforce and be knowledgeable about Chatham University policies and procedures as outlined in the student handbook, terms and conditions of residency, and housing lease.
- Work cooperatively with university personnel, particularly Student Affairs, Facilities, and Public Safety staff while responding to situations and interacting with students on a daily basis.
- Submit incident reports in the timely manner and complete the on-call response log as directed.
- Serve as a Campus Security Authority in regard to Clery Act Report and Title IX policies.

## **V. Role Modeling & Personal Conduct**

- Positively and actively contribute to the co-curricular life of residents, RAs, and the student experience.
- Serve as a role model within the University community. As such, GRDs are expected to not only enforce, but also adhere to University policies and procedures.
- Adhere to the GRD contract, staff confidentiality agreement, alcohol policy statement, terms and conditions of residency, and other policies and procedures outlined in the student handbook and by the professional staff.
- Maintain student confidentiality and report student issues to the appropriate staff member.
- Provide quality customer service and serve as an educator to students and their parents/guardians.

## **VI. Additional Responsibilities**

- Complete a minimum of eight in-office hours each week in the Office of Residence Life. The remaining 12 hours are flexed hours that should be used to account for on-call response, staff meetings, one-on-one supervision, program implementation and attendance, program shopping, and hall meetings. During the months of May, June, and July office hours will change to ten hours a week with ten flex hours.
- Assist students who are locked out of their housing assignment and document the lock-out in an incident report.
- Respond to student and staff e-mails and inquiries within a 48-hour timeframe. This includes checking the department e-mail and voicemail while completing eight office hours each week.
- Assist with development, implementation, and assessment of office strategic initiatives.
- Manage alternate assignments and projects given by the professional staff (i.e. Desk Attendant program, LLC management, housing operations, etc.).
- Participate in a semester performance review process that will provide feedback and assess your strengths and areas for improvement and growth in the GRD position.
- Perform other duties as assigned by the professional staff in the Office of Residence Life and/or the Dean of Students office.

It is essential that each GRD perform all expectations listed in this position description. In the event that a staff member does not fulfill the responsibilities of the position, that staff member will be subject to a disciplinary review in an effort to address or correct the performance issue(s).

GRD appointment is on a year-to-year basis and re-appointment is not guaranteed. The decision of whether to re-appoint a GRD will be decided based on their performance, recommendations from their supervisor, eligibility, and their personal conduct, behavior, and attitude.

## **Training & Job Requirements**

GRDs must be available to participate in all training sessions, staff meetings, one-on-ones, in-services, and other activities as needed. While the GRD position is 20 hours a week, during certain time periods additional hours will be required. GRDs are required to work part of Winter Break in December and will need to return early for winter training and new and returning student move-in. GRDs are also expected to work and serve in an on-call capacity during University breaks and holidays, which includes fall break, Thanksgiving break, winter break, spring break, and all holidays. Time off will be determined with supervisor.

GRDs are expected to reside in their campus apartment throughout their employment. GRD housing assignments are determined by the Coordinator of Residence Life and are done so based on GRD interest, student and community needs, and what will serve the department best. The Office of Residence Life reserves the right to change GRD housing assignments as needed.

**Compensation Package**

Compensation for the GRD position for the 2023-2024 academic year includes:

- Housing (furnished 1 bedroom suite or apartment)
- Chatham Silver Meal Plan
- GRD Stipend (\$8,000 for academic year)

*The total compensation package GRDs receive includes housing (valued at approximately \$5,000 per term), a meal plan (valued at approximately \$2,000 per term), and a \$8,000 monthly stipend that is divided into 12 payments paid out once a month from August 2023 to July 2024. GRD compensation (housing, meal plan, and academic scholarship) is considered part of each student's financial aid package and may impact the financial aid award a student received. Please speak with the Office of Financial Aid to see what impact the GRD position may have on your financial aid package.*

**TO APPLY FOR THE GRD POSITION, EACH APPLICANT MUST COMPLETE THE FOLLOWING:**

**Application**

**Complete the Online Application found at [chathamureslife.wufoo.com/forms/20232024-graduate-resident-director-application/](https://chathamureslife.wufoo.com/forms/20232024-graduate-resident-director-application/).** Applications will be accepted on a rolling basis until the GRD position is filled. Priority consideration will be given to those applicants who apply by March 1, 2023.

**Interviews**

After reviewing applications, we will contact those applicants whose candidacy we are interested in pursuing. If we are interested in pursuing your candidacy you will be asked to participate in an interview either in person or by Zoom. Then based on the initial interview, we will identify candidates we would like to invite for a second interview.