



# Graduate Assistantship Positions

## 2023-2024

### BIOMEDICAL STUDIES (MABS)

#### ► Graduate Assistant, Biology Department

Graduate assistantships in the Department of Biology are assigned based on need within the department and appropriate skills from the applicant. Positions include teaching undergraduate introduction or general biology courses and/or associated laboratory sections. General duties include class prep, grading, tutoring, and exam review. This may also include administration of specific laboratory assignments, monitoring of safety during labs, and student support as needed. GAs may provide faculty and/or the department with administration support. GAs with independent laboratory skills (e.g. histology, cell culture, microscopy, live animal work) may support faculty research labs through independent experiments, laboratory maintenance, and training of undergraduate students.

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

#### ► Lab Assistant, Introductory Biology Labs

The lab assistant will work closely with the biology faculty to help administer the introductory biology laboratory course for undergraduate students. Working in close association with lab coordinators, duties frequently include lecture/lab assistance, class prep, grading, tutoring, exam review, and safety management of labs. The lab assistant will also provide office hours for students, grading support, and other services, as directed by the lab coordinators.

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

### BUSINESS ADMINISTRATION (MBA)

#### ► Graduate Assistant, Business and Entrepreneurship

This position will work with the B&E team to assist with assorted projects, including social media management, marketing management, event planning, data entry, and faculty research support.

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

#### ► 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*

### COMMUNICATION (MCOMM)

#### ► Graduate Assistant, Communication Department

The position involves working with communication department faculty on ongoing research projects, including but not limited to: library research; interviewing and data collection; running focus groups; attending conferences and presenting academic work; and descriptive statistical analysis. While prior experience in qualitative or quantitative research is not necessary, it is certainly a plus. This role is particularly suited for those students interested in pursuing doctoral studies.

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

## ► Managing Editor, Online Publication

Best Practices in Strategic Communication is the online publication of Chatham University's Master of Communication program. Publishing new content weekly, Best Practices offers tips for freelance and professional writers, advice for delivering presentations, social media strategy, and case studies in strategic communication. The managing editor is responsible for developing and maintaining the editorial calendar; recruiting writing staff; editing pieces before they are published; and increasing readership through promotional efforts. This is an excellent opportunity for a student currently working as a professional writer, journalist, communication strategist, or copy editor, or for students aspiring to such a career.

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

## ► Social Marketing Director

The position serves as managing director of a student-run strategic communication agency focusing specifically on social marketing (using traditional tools and techniques of advertising, public relations, and marketing in order to work for the social good). This involves coordinating the "staff" of graduate and undergraduate students; assigning tasks; assuring that the agency meets deadlines; interfacing with clients; and approving overall strategy for projects. This position is ideal for a graduate student currently working or planning to work in public relations, marketing, or in a communications position at a nonprofit organization. It requires excellent leadership, organization, and communication skills.

*Tuition remission per year: \$9,000*

## CREATIVE WRITING (MFACW)

### ► Margaret Lehr Whitford '07 Fellowship

This Fellowship carries a full-tuition remission for two years. The Whitford Fellow is responsible, with the Fellow from the previous year, for coordinating the Word Circus reading series—a monthly reading series which features four MFACW students followed by an open mic. Additionally, this individual will serve as a liaison between the students and faculty.

### ► Robert Hull Mansell Endowed Fellowship

The Robert Hull Mansell Endowed Fellowship in Poetry will provide recognition and financial assistance to an incoming, full-time Master of Fine Arts in Creative Writing student with a genre focus in poetry who has financial need and a GPA of 3.5 or greater.

*Tuition remission per year: \$2,500*

### ► Graduate Assistant, Newsletter Editor

This position requires attendance at all virtual, on- and off-campus MFACW events in order to provide content and imagery for the monthly and annual MFACW newsletter. A competitive applicant will have experience with designing newsletters or similar materials and have experience with Adobe InDesign, Microsoft Publisher, or another design software.

*Tuition remission per year: \$10,000*

### ► Graduate Teaching Fellowship, English Class Support (ENG 105)

The individuals awarded with these positions will assist professors in undergraduate humanities classrooms (literature, creative writing or composition) during each term of their first year and teach two sections of First Year Writing during each term of their second year. TAs are required to participate in an orientation and mentoring group every term and take a pedagogy course designed to prepare them for the ENG 105 classroom during the spring of their first year. All TAs must pass this course with a grade of "A," and be formally recommended by the professor, MFACW program director, and Humanities Chair before being assigned to a course. If a TA does not meet these requirements, or if they elect not to teach for any reason, they will forfeit their award for the second year. Competitive applicants for these positions will have experience providing instruction, particularly of composition or creative writing, in the classroom or workshop environment.

*Note: this position involves 15 hours per week of work during the academic year.*

*Tuition remission per year: \$10,000*

### ► Residency Scholarship

Five low-residency MFACW students will be offered a residency scholarship to help defray the overall cost of the program given the expectation to attend the Summer Community of Writers residency each year.

*Tuition remission per year: \$1,000*

## EDUCATION (MAT)

### ► Graduate Administrative Assistant

This position will include providing support for research and creative activity of faculty or projects within the Master of Arts in Teaching program, as well as researching and assisting with grant proposals for the program and the program director.

*9 credits tuition remission per term + \$6000 stipend; must be enrolled in 18 credits across fall/spring/summer*

## FILM & DIGITAL TECHNOLOGY & GRAPHIC DESIGN (MA/MFA)

### ► Digital Video Specialist

This position will provide audio and video production services for the University, with the primary job responsibility being to record and edit events, lectures, and speakers on campus. The position may also take on more elaborate video productions for recruitment, publicity, or other university purposes. The production process involves not only shooting and editing, but also compressing, uploading and delivering videos to departments that make requests for such productions. The graduate assistant must also act as producer, and maintain communication with the requesting department as their client.

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

## INTERIOR ARCHITECTURE (MIA)

### ► Graduate Teaching Fellowship

This position involves the following:

#### Teaching Assistant Responsibilities

- grade homework and exams for assigned courses and maintain written records of all grades earned by students in consultation with the course instructor
- participate in the consulting of students when necessary outside regular classroom hours
- provide support for lecture setup and demonstrations; edit/add Moodle content as needed
- attend all meetings and training sessions scheduled by the faculty member
- proctor for tests, including mid-term and final exams; or scheduled course meeting times in faculty member's absence
- Work 15 hours per week for 14 weeks during the term. Office hours and TA schedule are determined at the beginning of each term.

#### Student Interface Responsibilities

- Run workshops for students in various topics/subjects of strength
- Assist faculty liaison for ASID & IIDA in strengthening the student chapters
- Provide ongoing academic support for students by way of tutoring, mentorship, etc.

#### Administrative and Department Responsibilities

- Provide individual walk-in appointments to students during office hours
- Design various flyers and other marketing materials for department related events, such as Capston
- Assist the program assistant with the planning, marketing and implementation of all department programming
- Maintain department social media pages; including LinkedIn, Facebook, and Instagram; updating frequently with department activities/news.
- Admissions-related phone calls and emails to prospective students
- Additional administrative tasks as directed by the department chair

*Tuition remission per year: \$9,000*

## OPEN TO ALL APPLICANTS

### ► 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 University 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 [chathamreslife.wufoo.com/forms/20232024-graduate-resident-director-application/](https://chathamreslife.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.