



JOB/POSITION DESCRIPTION

GRADUATE ASSISTANT – RESIDENT DIRECTOR (RD) and STUDENT ACTIVITIES COORDINATOR

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position submit a [KWU Employment Application](#), a cover letter, and resume/curriculum vitae. Please email all materials to nate.thies@kwu.edu (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email. **IMPORTANT NOTE: GA positions are only available to qualified graduate applicants and are subject to the conditions found in the GA Program Addendum which follows this description.**

The timeline for filling this job is:

- Applications will be taken until the position is filled.
- Interviews will begin as soon as qualified applications are received.
- Position is to be filled as soon as possible.
- Position begins June 1, 2018.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: RESIDENT DIRECTOR (RD) and STUDENT ACTIVITIES COORDINATOR (Graduate Assistant Position) -
Important note: GA positions are only available to qualified graduate applicants and are subject to the conditions found in the GA Program Addendum which follows this description.

POSITION'S OPERATING GROUP: Student Development Office

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The Student Development Office advances the mission of Kansas Wesleyan University through spiritual development, personal well-being, and social responsibility.

POSITION'S DEPARTMENT: Campus Recreation, Residence Life

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: To teach, plan, coordinate, and supervise student activities and programs that will enhance growth, education, and service for students, and the campus community. Also, to teaching communal living skills to students, and to provide a safe and attractive living environment that meets the safety, security, and physical needs of the residents.

POSITION'S DIRECT SUPERVISOR: Nate Thies, Associate Director of Student Development

DATE JOB LAST REVIEWED OR ANALYZED: March 2018 – Reviewed by Nate Thies and Frank Roth (Director of HR).

POSITION'S EMPLOYMENT STATUS: Part-Time, Staff, Exempt (Teaching Duties Exemption), At-will

JOB'S SALARY OR SALARY RANGE AND BENEFITS: This position is compensated as follows: a monthly salary of \$800, tuition waiver for one graduate course per term (5 courses per year), an on-campus room, and a meal pass to Shriwise Cafeteria when it is open. See the GA Program Addendum which follows this job description for more information.

JOB INFORMATION

POSITION'S SUMMARY: The Graduate Assistant Resident Director (RD) and Student Activities Coordinator is member of the Student Development Office. This live-in position serves primarily as a teacher to students regarding communal living and activity planning skills, and is collaborative member of the office staff and supervises an assigned residence hall, assisting with the development of multiple projects throughout the department.

POSITION WORKS WITH: The Student Development Office staff of 5-8 people. In addition, this job works with assigned Resident Assistants (RAs), students, faculty, staff, community and alumni.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Approximately 65% of time spent in a temperature-controlled office environment, 15% of the time spent at the venue of events, and 20% of the time spent in the residence halls.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone system, University computer system, desktop computer.

POSITION'S WORK SCHEDULE: A flexible, part-time work schedule (averaging 29 or less hours per week) requiring some nights and weekends in order to accommodate students and the department. The day-to-day work schedule may change based on event schedules, duty schedules, etc.

POSITION'S TRAVEL REQUIREMENTS: Occasional off-campus event venues.

JOB DUTIES AND PERFORMANCE MEASURES

JOB'S ESSENTIAL DUTIES:

1. Primary Job Duties (45%)
 1. To teach the best practices and responsibilities of communal living.
 2. To teach and support students on the Coyote Activities Board (CAB) how to create, implement, and manage successful co-curricular activities and programs.
2. Resident Director Supplemental Job Duties (25%)
 1. Responsible for communicating and enforcing the policies and processes necessary for creating and maintaining a healthy and safe living environment.
 2. Assist with the recruitment and selection of Resident Assistants (RA's).
 3. Effectively and efficiently manage the RA's assigned to them, oversee their training, and conduct at least quarterly performance reviews.
 4. Manage all assigned resident hall functions and daily operations.
 5. Serve as the "on call" contact for Resident Life Staff when on-duty and conduct evening rounds of residence halls and campus apartments, when required.
3. Student Activities Coordinator Supplemental Duties (25%)
 1. Work collaboratively with the Student Government Association (SGA), residence life, and other organizations on campus to create and execute various social and educational activities and programs.
 2. Assist with the recruitment, selection, training, and supervision of the Coyote Activities Board (CAB) assistants.
 3. Interact with students from a wide variety of age groups and social backgrounds, providing them with the personal and administrative support necessary to develop an inclusive campus community environment.
 4. Serve as an active member of the Student Development Office, attend meetings, and support and contribute to department goals and initiatives.

JOB'S OTHER DUTIES (5% of time):

1. Perform other appropriate and reasonably required duties as assigned by the job's supervisor.

JOB'S PERFORMANCE MEASURES:

1. Quality, quantity, and timeliness of programs created and implemented.
2. Residential student survey of satisfaction with resident life and the employee's performance.
3. Supervisor and peer survey of employee performance and willingness to support and contribute to department growth and success.
4. Resident Hall survey of RD's ability to communicate and fairly administer university policies and processes.
5. Survey of RD's supervision responsibilities as judged by the supervised RA's.
6. Supervisor evaluation of RD's management and on-duty conduct and performance.

JOB QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:** Bachelor's Degree with qualifications (i.e. – minimum 3.00 GPA) for admission to the MBA program.

CERTIFICATIONS AND LICENSES:

- **MINIMUM REQUIRED:** Valid driver's license.
- **PREFERRED:** First Aid/CPR certification.

WORK EXPERIENCE:

- **MINIMUM REQUIRED:** One year of work experience (or equivalent internship) in the field of student activities/residence life, or degree.
- **PREFERRED:** None

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- **MINIMUM REQUIRED**
 - Strong communication and organizational skills.
 - Demonstrated ability to understand and learn new processes and policies quickly.
 - Demonstrated ability to energize and develop a strong student-centered atmosphere.
 - Commitment to the philosophy of private, higher education and the mission of the University
 - Demonstrated ability to work in diverse community.
 - Demonstrated ability to prioritize and manage multiple projects and responsibilities.
 - Demonstrated ability in using Word, Excel, Power Point, and Outlook.
- **PREFERRED**
 - Demonstrated ability to create and organize highly effective and efficient events, with the ability to execute those plans within required timelines; and to do so with limited supervision.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered to be "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.

ADDENDUM TO THE
EMPLOYMENT OFFER LETTER (GRADUATE ASSISTANT)

1. The purpose of the Graduate Assistant Program is to employ qualified students in Kansas Wesleyan University's (KWU) Master level programs in order to provide those students with relevant, real-life work experience as they pursue their Master's degree. The Graduate Assistant Program funds one course per 8-week term during the fall and spring semesters (two eight-week terms each), and one course during the eight-week summer semester. The GA/student is responsible for progressing toward successful completion of the Master's degree by being enrolled in one course during each eight-week term.
2. To be, and remain eligible for employment in the Graduate Assistant Program as a GA at KWU, the person must be enrolled in, and be successfully completing a Master's program at KWU.
3. The GA will be required to accomplish the following with respect to his or her Master's Program (Program) at KWU:
 1. Attend classes regularly, unless an "excused absence" is obtained in compliance with university standards;
 2. Comport himself/herself in the Program and in their employment as a positive example to, and role model for, undergraduate students, athletes and activity participants;
 3. Receive no final grade lower than a C in any course, remain in "good standing" at the university pursuant to its published policies, maintain at all times the required GPA for continuing graduate students at the university, and otherwise remain in compliance with all university requirements for graduation;
 4. Be enrolled in one course during each eight-week term during the year.
4. No courses in the Program where a grade of C or better has been earned, may be retaken for a better grade; any course retaken pursuant to the appeals provisions of section 5 below will be at the sole cost and expense of the GA.
5. Receiving a final grade lower than a C in any course during the Program, will result in immediate notice of dismissal as a GA by your department supervisor.

Within fifteen (15) days of receipt of such notice, the GA may submit a written appeal of the dismissal for extenuating and extraordinary circumstances to his/her department supervisor who will consider the appeal and communicate a decision regarding reinstatement, in writing to the GA and the Provost, within thirty (30) days of his/her receipt of the appeal, subject to review by the Provost, as described below.

If a decision is made by the department supervisor to reinstate the GA in the GA Program, this decision will be communicated to the Provost within the required thirty (30) day period. The Provost has the authority to override the decision if he/she determines that the GA is not making satisfactory progress toward a Master's Degree or is not likely to succeed academically in completing the Program as required in this Addendum; any such reversal by the Provost will be final and non-appealable, and will be communicated in writing to the GA within fifteen (15) days of the Provost's receipt of the department supervisor's reinstatement decision. With the written approval of the Provost, in his/her sole discretion, a GA may be dismissed from the Graduate Assistant Program but still remain in the Program, at his/her own expense. GA's will continue to be employed at KWU pending the final disposition of any authorized appeal.

Time is of the essence of all matters in this section 5. Failure to act within a required time period will be construed against the non-acting party and in favor of the party not required to act within that period.

6. The Graduate Assistant as a student employee:
 1. Will reside in Salina while employed in the Graduate Assistant Program. The GA may reside either on or off-campus.
 2. If the GA is an International student, the GA will be required to pay a \$1,500 international student fee, which can be paid incrementally over the first few months. Payment arrangements are made through the Business Office within the first week of signing the Employment Offer Letter (Graduate Assistant) and this Addendum.
 3. Will be provided with a job description and be expected to perform the duties and responsibilities as outlined in that job description, including additional duties and responsibilities as assigned by their department supervisor.
 4. Will be assigned office space for the performance of his/her duties and responsibilities.
 5. Will have at least two weeks of time-off annually and his or her department supervisor will determine and schedule time-off in accordance with university and GA needs. In addition, the summer can be a time for the GA to get a

more substantial job in Salina, but the GA must plan to spend at least 20 hours each week working for the university. If the student does take an extended leave during the summer months, it must be approved by the GA's department supervisor and the monthly stipend is suspended for that time period. The department supervisor is responsible for reporting that information to the CFO. It is preferred that the student stay in Salina and fulfill his or her obligations.

THIS SIGNED ADDENDUM IS PART OF THE REQUIREMENTS FOR EMPLOYMENT AS A GRADUATE ASSISTANT, AND DOES NOT CONSTITUTE AN EMPLOYEE CONTRACT AS EMPLOYMENT AT KWU IS "AT-WILL," MEANING EITHER KWU OR THE EMPLOYEE MAY TERMINATE EMPLOYMENT AT ANY TIME FOR ANY REASON.

Graduate Assistant Printed Name

Graduate Assistant Signature

Date Signed

6.