

Graduate Assistant Resident Education Director

Important note: GA positions are only available to qualified graduate applicants and are subject to the conditions found in the GA Program Addendum.

Summary: The Graduate Assistant Resident Education Director (RD) is a live-in, part-time member of the Student Development Office. The RD serves as an educator and mentor, helping students develop successful communal living skills while fostering a safe, inclusive, and engaging residential community. This position supervises an assigned residence hall, supports Resident Assistants (RAs), and assists with departmental programming and initiatives.

Works with: Student Development staff, Resident Assistants, students, faculty, staff, alumni, and community members.

Supervisory Responsibilities: Provides direct leadership and supervision to assigned Resident Assistants.

Working Conditions: This is a live-in, part-time position (maximum 1,380 hours annually).

Work is performed approximately:

- 75% in a residence hall or office environment
- 25% at campus or off-campus events

The position requires a flexible schedule, including evenings, weekends, on-call responsibilities, and attendance at student events as needed. Occasional local travel may be required.

Equipment used includes university computer systems, office technology, and university communication systems.

Key Responsibilities

Resident Life Leadership

- Promote positive community living and educate students on the responsibilities of residential life.
- Foster a safe, welcoming, and inclusive living environment.
- Communicate and consistently enforce university housing policies and procedures.
- Conduct residence hall rounds and responds to student concerns while serving in the on-call rotation.
- Help ensure residence halls remain clean, safe, and well maintained, including light cleaning of common areas when necessary.

Resident Assistant Supervision

- Assist with the recruitment and selection of Resident Assistants.
- Train, mentor, supervise, and evaluate assigned Resident Assistants.
- Conduct regular performance reviews and provide ongoing coaching and support.

Student Engagement

- Plan, coordinate, and implement educational and community-building programs.
- Collaborate with Student Development staff on departmental projects and initiatives.
- Encourage student involvement and contribute to a positive campus experience.

Additional Responsibilities

- Support departmental activities and special events.
- Participate in professional development opportunities.
- Perform other duties as assigned.

Performance Expectations

Success in this role is measured by:

- Quality and effectiveness of residence life programming
- Student satisfaction with the residential experience
- Fair and consistent administration of university policies
- Effective supervision and development of Resident Assistants
- Professionalism, teamwork, and collaboration within Student Development
- Reliability and effectiveness while serving on duty

Qualifications**Minimum Qualifications**

- Bachelor's degree and eligibility for admission to the Kansas Wesleyan University MBA program (minimum 3.0 GPA or program admission requirements).
- One year of experience, or equivalent internship experience, in student activities, residence life, or a related field.
- Valid driver's license.

Preferred Qualifications

- First Aid and CPR certification.
- Experience planning and coordinating student programs or events.

Knowledge, Skills, and Abilities

The successful candidate will demonstrate the ability to:

- Build positive relationships with students while supporting their personal growth and success.
- Communicate effectively in both written and verbal formats.
- Foster an inclusive and student-centered residential community.
- Learn and consistently apply university policies and procedures.
- Organize, prioritize, and manage multiple responsibilities.
- Plan and implement successful student programs with minimal supervision.
- Work collaboratively with students, colleagues, and campus partners.
- Demonstrate proficiency with Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Support the mission and values of Kansas Wesleyan University through professionalism, teamwork, integrity, and excellent customer service.

ADDENDUM TO THE EMPLOYMENT OFFER LETTER

Graduate Assistant, 10 or 12 months

1. The purpose of the Graduate Assistant Program is to employ qualified students in Kansas Wesleyan University's (KWU) Master level programs 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 each term.
2. **However, if the Graduate Assistant is participating in a sport, the GA will not receive tuition remission until the semester following season of said sport. Example, sport season is active through partial/full semester (fall, spring, or summer), tuition remission will start the beginning of the next full semester.**
3. To be employed and remain eligible for employment in the Graduate Assistant Program as a GA at KWU, the person must be **enrolled in**, and **successfully completing** a Master's program at KWU. **This addendum is not a contract. If you resign at any time within the 24-month time frame that is established to complete the MBA program, compensation will stop at the date of resignation, and tuition remission benefits will stop at the end of the current course section.**
4. 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. Conduct (personal demeanor and behavior) themselves 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, always maintain 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.
5. 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.
6. 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 their 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 their 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 they determine 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 their sole discretion, a GA may be dismissed from the Graduate Assistant Program but still remain in the Program, at the GA's own expense. GA's will continue to be employed at KWU pending the final disposition of any authorized appeal.

Time is of the essence with respect to all matters in this Section 5. Failure to act within the required time period will be interpreted against the party obligated to act and in favor of the non-obligated party.

7. The Graduate Assistant as a student employee:
 1. Will reside in Salina while employed in the Graduate Assistant Program.
 2. All GA's (domestic or international students) may purchase qualifying medical insurance. If the GA does not have medical insurance, it is available to purchase this insurance through the university at the current rate of \$3,417.00. This rate is current for the 2026-2027 academic year, August 1, 2026, through July 31, 2027.
 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 their duties and responsibilities.
 5. Will have at least two weeks off annually and their department supervisor will determine and schedule time-off in accordance with university and GA needs (applies to 12-month GA).
 6. 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 (applies to 12-month GA).
 7. 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. The department supervisor is responsible for reporting that information to HR. It is preferred that the student remains in Salina and fulfills 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.