

### Summary:

The Graduate Assistant (GA) position for The Forest is a 10-month graduate assistantship that works directly with professional and student staff to establish and sustain positive residential communities that embolden the motto and mission of Pro Humanitate through practices of experiential learning, community service, and student behavior management. As key student leaders, GAs (in partnership with their direct supervisor) assist in the management of residential communities of approximately 400 - 600 undergraduate students that expand and heighten the intellectual climate and culture of Wake Forest through co-curricular initiatives, mentorship, faculty engagement, and curriculum implementation. Specific target areas include but are not limited to, residential learning, leadership, programming, diversity and inclusion, support and enforcement of community standards, and administration.

### Essential Functions:

#### The Forest (30%)

- Assist with reviewing, evaluating, and implementing The Forest residential commons model.
- Write, edit, and review facilitation guides for activities, events, and programs aligned with The Forest.
- Collaborate with Residence Life and Housing and campus stakeholders to develop activities, events, and programs to support The Forest and residents' evolving needs and in response to student feedback.
- Frequently review literature and research associated with residential education to assist Residence Life and Housing's continued development of The Forest residential commons model.

#### Administrative and Organizational (25%)

- Assist the Community Directors in coordinating, planning, and completing small and large-scale programs, activities, and events.
- Coordinate and oversee the administrative responsibilities and processes for supporting The Forest.
- Manage assigned budgets, including tracking, reconciliation, and following all institutional business and finance policies.
- Serve as the main purchasing agent of supplies for programs in The Forest and events put on by Resident Advisers. Demonstrate ethical and fiscal decision-making as it relates to department and university resources.
- Complete all other administrative duties and responsibilities to meet the needs of Residence Life and Housing.
- Respond to all communications - oral and written, professionally and promptly.

#### Assessment and Evaluation (15%)

- Support the auditing and review of the implementation of The Forest using data collection and other identified methods.
- Review data associated with The Forest, including activity, event, program proposals; Deac Chat submissions; participant lists; and general feedback from communities.
- Provide a summary review of The Forest, including recommendations of strategies to initiate or sunset.
- Support assessment and evaluation efforts, including conducting interviews, managing surveys, facilitating focus groups, and using other formative practices.

#### Community (10%)

- Maintain high visibility in the community through interactions with residents and attending events in The Forest.
- Serve as a referral resource for student care to Residence Life and University resources and

events as needed, including but not limited to counseling, academic advising, wellbeing support, and learning assistance.

- Maintain open communication and supportive working relationships with the assigned staff servicing the needs of the residential area, including but not limited to the Community Directors, Faculty Fellows, Resident Advisers, and Facilities and Campus Services staff.
- Regularly update the Community Director on community well-being pertinent to the overall administration of area vision and The Forest.

#### Department (10%)

- Attend all required training, continuing education experiences, professional development experiences, outreach events, and meetings.
- Participate in University processes, including move-in, transitions, closing, and other departmental-wide responsibilities as needed and identified.
- Support the department with recruitment processes including but not limited to Resident Adviser and Graduate Assistant recruitment and interviews of professional and student staff.

#### Inclusion, Equity, and Social Justice (5%)

- Recognize diverse aspects of one's social identity and effectively communicate how one's identity impacts one's values, perceptions, and behaviors (including biases).
- Maintain awareness of current issues and trends at Wake Forest related to diversity, social justice, and inclusion. Engage in opportunities to build relationships with diverse persons.
- Work with staff members and residents to create and lead an open, welcoming, and inclusive residential community where all students can engage and learn across differences.
- Demonstrate awareness and support of the diverse needs of residents to establish and maintain an inclusive community.
- Appropriately confront derogatory, unjust, and/or disrespectful actions of residents, staff, or community members.

#### Support and Enforcement of Policies & Community Standards (5%)

- Uphold and enforce the Residence Life and Housing Guide to Community Living standards, University Honor Code, and University Alcohol policy expectations for safe and secure campus living.
- Appropriately confront student behavior and alleged violations of Residence Life and Housing and University policies.
- Appropriately document incidents and submit accurate and timely Incident Reports and Student of Concern reports immediately following an incident and/or resident interaction, where applicable.

### **Learning Outcomes:**

#### Self Awareness:

- Student employees will develop and demonstrate interpersonal skills that can be described as a professional asset and transferable to future work settings.
- Student employees will be able to explain how their role's deliverables measurably impact the overall goals, the work and mission of the department.
- Through their employment, student employees will identify what they value in their work and will be able to articulate skills that they have developed to apply them to future/identified career opportunities.

#### Career Awareness:

- Students employed with Residence Life and Housing will articulate transferable skills gained from their employment.
- Student employees will identify key skills needed for their personal career path and work with their supervisor to engage those skills.
- Student employees will engage with department professionals to understand potential career paths connected with the work they do.

### Professional Skills and Literacy:

- Student employees will utilize business tools such as email, software systems, learning management tools, etc., to learn and explain how these professional skills increase marketability.
- Student employees will describe the chain of command to resolve emerging concerns.
- Student employees will develop positive workplace behaviors (conflict resolution, time management, etc.).

### Qualifications, Expectations, and Eligibility Requirements

- Strong relationship-building, mentorship, and advising skills.
- Strong administrative skills and the ability to handle multiple tasks and deadlines.
- Ability to work independently after being assigned a project or task.
- Proficiency in Microsoft Office Suite, Google Suite, and Applications.
- Enrolled as a full-time student in an eligible graduate studies program at the time of employment.
- Minimum cumulative GPA of 2.50 throughout the assistantship.
- In good standing with the University at the time of application and acceptance of the assistantship, including no disciplinary sanctions pending or currently in effect.
- Must have a valid driver's license to operate motor vehicles.
- **Training:** All GAs must complete all online pre-training, attend the GA Fall and Spring training programs, and attend all required In-services, as designated in the GA employment agreement. Failure to attend training will result in the Graduate Assistant position being rescinded for the academic year.
- **Work Hours:** GAs will work an average of 20 hours per week for the university and may not hold a second part-time job without prior approval from their supervisor and the Director of Residence Life and Program Director of The Forest. Additional employment is limited to no more than 9 hours per week.
- **Programs:** Please note students in the following programs are *not* eligible for employment in the Graduate Assistant position without prior written approval from their program director:
  - Master Teaching Fellows
  - MALS
  - First-year Law School
  - Medical School

### Conditions of Employment and Accountability

- The Graduate Assistant position is a full academic-year commitment. Reappointment for additional academic years or summers is not guaranteed but may be available based on performance and the successful completion of all applications and interviews required for returning staff.
- GAs must maintain good academic and disciplinary standing with the University throughout the duration of employment. Good standing includes no active sanction or disciplinary probation with Housing and Residence Life, the Dean of Students office, or Graduate and Professional School programs. GAs are also expected to uphold, enforce, and abide by all university policies and regulations.
- GAs are considered mandatory reporters under Title IX and the Clery Act.
- GAs are expected to abide by and report violations of all local, state, and federal laws and regulations.
- GAs must follow the ethical principles of acting with integrity, dignity, and competence as outlined in the ACUHO-I housing professional guidelines.
- The GA's performance is under continuous evaluation so as to maintain the highest standards.
- The following may result in disciplinary sanctions, including but not limited to verbal or written warning, withholding of partial or full pay, suspension, probation, or termination:
  - Failure to meet any of the qualifications, requirements, or responsibilities listed in this agreement or specified by Residence Life and Housing Professional Staff.
  - Any unprofessional or unethical action.

- Any action in direct conflict with the policies outlined in the Wake Forest Student Code of Conduct, Guide to Community Living, and the Residence Life and Housing Staff Manual.
- *Note: Due to the nature of this position, possible lifting and physical activity may be required at times.*

**Compensation and Benefits:**

- Hourly rate of \$11.50 per hour for new staff and \$12.00 per hour for returning staff, paid in bi-weekly payments for a maximum of 20 hours per week for up to 10 months.
- Parking pass will be reimbursed upon hiring.