

Department: Office of Housing and Residence Life

G.A. Position: : Living-Learning Community Development

Supervisor: Justin Kleemook

Job Description – Present a one paragraph description of the purpose for this position.

The Graduate Assistant for Living-Learning Community Development is a full-time graduate assistantship that is supervised by the Associate Director of Residence Life. Primary responsibilities will include; identifying the programming needs of each of the LLCs, providing ideas, support, and resources for programmatic endeavors, and aiding in the awareness and promotion for all Living-Learning Communities at Slippery Rock University. In addition, the incumbent will provide assistance with the development, implementation, and assessment of the Living-Learning Community Program. The GA for LLCs has a significant leadership role within the Office of Residence Life and on campus. A successful candidate must have an interest in working one-on-one and in teams with students, faculty, and staff, participating in department and University functions, and be willing to assume leadership for activities within the department. The GA for LLCs will participate in department meetings, trainings, and professional development. This position also assists with and participates in department initiatives, staff selection & training, and assessment. The incumbent works an average of 20 hours per week; the schedule is flexible and may require a time commitment on evenings or weekends. At various times in the academic year, more time may be required to enhance the visibility of the LLC Program and to facilitate the growth of the program.

Job Functions/Responsibilities – List the duties this graduate assistant will be expected to perform.

- Collaboration – within and outside of the Office of Housing and Residence Life
- Students, Staff, and Community Development – provide guidance, training, and support to LLC Students and Fellows.
- Marketing and Recruitment – for LLCs, students, and applicants.
- Research and Assessment – for LLCs, future projects and current satisfaction.
- Budget – assist with oversight and programmatic planning
- Administrative Responsibilities – be visible and involved with the LLC Students, Staff, and Fellows, including selection and recruitment
- Provide Academic and Personal Support for Students – • provide appropriate referrals, support, encouragement, and access to necessary University resources

- Professionalism – maintain a professional persona and uphold university policies
- Other duties as assigned
- A valid driver’s license is preferred.

Desired Qualifications–

- Preference is given to candidates with previous experience in Living–Learning Community Programs, Residence Life/Housing and/or Student Leadership
- Ability to participate in an extensive training program.
- Demonstrated ability to work independently to provide leadership for staff and students and work as a contributing member of a team.
- Demonstrated ability to develop and maintain positive relations with students of diverse backgrounds and interests.

Graduate Student Outcomes –


- Multicultural competence, Event Planning, Marketing, Assessment and Research, Communication, Presentation Skills, Training, Professionalism, Ethical Behavior, Student Development, Application of Developmental Theory.

Appropriate SRU Graduate Majors –

- Preference is given to candidates enrolled in Master’s Degree programs concentrating in: Counseling, Education, or Student Affairs in Higher Education.

Supervisor’s Expectations

- Additional information is available by reaching out to the contact information below.
- To Apply:
A résumé, SRU Graduate Assistant Application, letter of interest, and names, addresses, and phone numbers for three (3) professional references should be submitted to:
Justin Kleemook, Associate Director
Office of Residence Life

Supervisor’s address:  105 Watson Hall C/O Residence Life
Slippery Rock, PA 16057
United States

Phone Number: (724) 738–4237

Email: justin.kleemook@sru.edu
