

Department: Office of Housing and Residence Life

G.A. Residential Education Attainment Plan (R.E.A.P.)

Position:

Supervisor: Justin Kleemook

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

In keeping with the national trends and the professional organizations that advance residential life in higher education, the office of residence life has implemented the position of the Graduate Assistant for the Residential Education Attainment Plan (R.E.A.P.). The associate director of residence life, who is responsible for the Residential Education Attainment Plan, will supervise this full-time graduate assistantship. Primary responsibilities include identifying the educational needs of the residence halls, providing ideas, support, and resources for an intentionally constructed approach, and aiding in the awareness, implementation, and promotion of the Residential Education Attainment Plan at Slippery Rock University. In addition, the incumbent will aid with the development, implementation, and assessment of the Residential Education Attainment Plan. The Graduate Assistant has a significant leadership role within the office of residence life. A successful candidate must be able to work effectively and creatively in a fast-paced environment and collaborate one-on-one and with teams of students, faculty, and staff. They must also be willing to participate in department and University functions and assume leadership for activities within the department. The Graduate Assistant will participate in department meetings, trainings, and professional development. This position also assists with and participates in department initiatives and staff selection. 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 and facilitate the growth of Residential Education Attainment Plan.

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

- Work collaboratively within and outside of the office of residence life and foster a collaborative environment within residence halls
- Provide guidance, training, and support to students and staff and provide timely responses to their inquiries and concerns

- Recruit student involvement with the Residential Education Attainment Plan, develop assessments, and lesson plans
- Research and contribute to writing projects for the Residential Education Attainment Plan, plan future educational opportunities, and assess current satisfaction of the program
- Assist in the oversight of the Residential Education Attainment Plan budget
- Chair or co-chair the Residential Education Attainment Plan committee
- Work in tandem with the Graduate Assistant for Living-Learning Community Development to interweave the Residential Education Attainment Plan into the Living-Learning Community Program
- Be visible to and involved with residents and staff
- Provide both academic and personal support for students through appropriate referrals, encouragement, and access to necessary University resources
- Maintain a professional persona and uphold University policies
- Complete other duties as assigned
- A valid driver's license is preferred

Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.

- Preference is given to candidates with previous experience with Residential Curriculums, Residential Programming, the Office of Housing, Residence Life, and/or a position of student leadership
- Ability to apply new learning, skills, and professional development into daily activities and the Residential Education Attainment Plan
- Ability to work independently, provide leadership for staff and students, and work as a contributing member of a team
- Ability to develop and maintain positive relations with students and staff of diverse backgrounds and interests
- Experience with Outcome Based Education, Lesson Planning, and Goal-Setting
- A candidate who is a self-starter is preferred

Graduate Student Outcomes – • Multicultural Competence, Event Planning, Marketing, Assessment and Research, Communication, Presentation Skills, Training, Professionalism, Ethical Behavior, Student Development, Application of Developmental Theory, Curriculum Writing and Implementation

Appropriate SRU Graduate Majors – • Candidates enrolled in Master’s Degree programs concentrating in: Counseling, Education, or Student Affairs in Higher Education are preferred.

Supervisor’s Expectations – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule.

- A successful candidate will be able to manage the day-to-day interactions with Community Assistants, Res Life Professional Staff, and other Graduate Assistants within the office.
- The incumbent will help the office of residence life at SRU to further the educational priority of the office.
- The GA for the Residential Education Attainment Plan will assist in creating learning outcomes, developmental objectives, and educational activities for the on-campus community.
- 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 electronically to:

justin.kleemook@sru.edu

Justin Kleemook, associate director of residence life
Office of Residence Life

Supervisor's 

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