

CAL POLY FOUNDATION, INC.
POSITION DESCRIPTION

JOB TITLE: Graduate Assistant

Department: Foundation Housing Services

Reports To: Manager (Area Coordinator/Community Development Coordinator/Assistant Director)

Salary Grade: 7

FLSA Status: Non-Exempt

Workers Comp Code: 8810

Date Prepared: February 2023

SUMMARY

The Graduate Assistant (GA) works in a partnership under their assigned Area Coordinator/Community Development Coordinator/Assistant Director and actively participates in carrying out responsibilities for apartment complex programming and assistance with paraprofessional staff supervision. This is an 11-month (July to May), live-in position. GA's will be assigned to one of three functional areas based on administrative need and preference: Residential Education, Community Development, or Student Conduct.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Graduate Assistant is expected to fulfill the following responsibilities in addition to other duties that may be assigned as expectation for their position.

STAFF SUPERVISION AND STUDENT DEVELOPMENT

- Assist in the supervision of a small staff team of Student Leaders and assist in the in-direct supervision of the entire Student Leader team.
- Serve as a role model for staff members, following all FHS policies and procedures.
- Participate in professional staff training.
- Assist with implementing training programs.
- Assist in developing and achieving goals with each staff member to be used for planning, direction, and evaluation.

ADMINISTRATION

- Perform routine FHS functions accurately and on time, including check-in, check-out, transfers, and assisting in coordinating damage charges for check out, and updating publications as needed.
- Maintain approximately 30 working hours.
- Attend required meetings.

DUTY AND CRISIS MANAGEMENT

- Serve in rotation of twenty-four hour on-call duty, including participation in weekend and holiday duty (available on duty cell-phone, able to respond in person in a reasonable amount of time). Duties include ensuring University Village property is secured daily, responding to crisis situations, carrying duty cell-phone to respond to any situations that may arise, and serving as a resource for the Resident Advisor staff and residents.
- Serve as responder and as a back-up safety marshal for the University Village as part of the Cal Poly Pomona emergency response team.
- Update appropriate staff in a timely manner of situations that arise.
- Address student facility concerns and coordinate facility improvement efforts.

STUDENT ADVISING

- Assist with community and resident outreach initiatives.
- Act as a referral agent to other university resources.
- Consult with their direct supervisor on all student and staff concerns.
- Respect and maintain student and staff confidentiality, except in cases that may be dangerous to individuals and/or the greater community, and report when appropriate and/or required.
- Assist with resident advising (academic, personal, professional, etc.), problem solving, mediation, and co-curricular education of residents and staff.

PROGRAMMING

- Coordinate and supervise programming for the University Village, including motivating staff, attending programs, coordinating evaluations of programs, and student-led initiatives.

- Assist student leaders in organizing, carrying out, and evaluating effective orientation programs for new University Village residents, and apartment meetings for all the apartments.

FACILITY OWNERSHIP

- Role model ownership and pride in University Village facilities.
- Conduct weekly community walks with professional staff/direct supervisor of assigned buildings.
- Follow-up/submit work orders when necessary on maintenance and custodial issues.
- Assist with Health & Safety Inspections of all resident spaces each term.

REQUIRED QUALIFICATIONS

- Must be enrolled in graduate program in student affairs, higher education, counseling, or a related field.
- Residential life/education and live-in/on-call experience preferred.
- Demonstrated ability in enhancement of quality of living and student support services.
- Role model an appreciation of diversity and ethical decision making.
- Must be self-motivated, organized, customer service oriented, and have excellent communication, interpersonal, and business skills.
- Must be able to write routine reports and maintain effective oral and written communication.
- Must be able to adhere to a regular work schedule to include weekends/holidays/evenings

PHYSICAL DEMANDS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to remain in a stationary position from time to time. The employee must occasionally lift and/or move up to 30 pounds. This position is required to have corrected hearing and vision to normal range; clear verbal and written communication skills and have the ability to ascend/descend stairs.

This position description supersedes all prior position descriptions and is intended to describe the general content and essential requirements for the position listed above. It is not to be construed as an exhaustive statement of requirements, duties, and responsibilities. Management reserves the right to add or change the duties of this position as required at any time.

All employment with Cal Poly Pomona Foundation, Inc. is at-will and shall continue only upon the mutual consent of the Foundation and the employee. This means that an employee may terminate his or her employment with the Foundation at any time with or without cause or prior notice and that the Foundation may terminate an employee's employment at any time with or without cause or prior notice.

Cal Poly Pomona Foundation, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Cal Poly Pomona Foundation, Inc. may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodation with the employer.