

## GRADUATE ASSISTANT POSITION DESCRIPTION

The Graduate Assistants (GAs) are college graduates living on campus who oversee the residence halls, while promoting positive social interaction and building community on campus. They are sensitive to the diverse population on campus. Communication with the Director/Assistant Directors of University Housing and Residence Life is a critical part of the GA role. All University Housing and Residence Life staff members are required to be in good standing at Yeshiva University.

**Employment Commitment:** The employment period for the GA position begins with GA Training in mid-August and ends 3 days after the closings of all residence halls in late May.

**Floor Responsibilities:** All Graduate Assistants serve as Resident Advisors for their floors. They are expected to be sufficiently available for their residents and to maintain regular contact with them through monthly floor programming. GAs are expected to check in with each room on their floor on a weekly basis. A staff member who is not on duty and who plans to leave the dormitory for an extended period of time (excluding Shabbat) must obtain prior permission from the University Housing and Residence Life Administration.

**Duty Responsibilities:** Each Graduate Assistant is on duty for one-fifth of the month. When on duty, she is required to be available and within 4 blocks of campus Sunday – Thursday from 5:30pm until 8:00am the following day. She MUST be available by phone at all times. When the GA is on duty, her responsibilities include, but are not limited to:

- Contacting the Head of Security, informing him that she is on duty
- Administering tasks delegated by the Director/Assistant Directors
- Overseeing the RAs during their assigned duty, visiting every Residence Hall each evening from 9:00pm-12 midnight
- Facilitating all undergraduate student medical/psychological emergencies, in conjunction with the Security department
- Managing all campus wide issues that arise throughout the evening
- Mediating room meetings with the assistance of the RA for that floor
- Sending an email by 9am to the Director/Assistant Directors of UHRL, reviewing the evening's activities
- Refilling the paper in all communal printers

Sunday duty is from 8:00am on Sunday morning until 5:30 pm that evening. Then, regular shifts resume at 5:30 pm. The GA must be on or near campus until 5:30pm, at which time the information above applies. On a Sunday, if an emergency arises, she must return to campus and coordinate the care of the student. She MUST be available by phone all day Sunday.

**Shabbat Responsibilities:** Each Graduate Assistant is on duty for Shabbat approximately once a month. She is officially on duty from 2:30 pm on Friday afternoon through 8:00 am on Sunday morning.

- Check in with each RA on duty several hours before Shabbat begins to review her tasks and follow up throughout Shabbat and Saturday evening in each dormitory
- Inform each RA on duty the state of the Eruv, based on the weekly email received
- In order for the GA to be fully accessible, she is expected to wear a University pager throughout Shabbat. This will only be utilized in a very serious emergency when the GA is not easily found.
- Approach the Shabbat couple at the first meal as well as informing Security as you enter each building so you can be found in case you are needed.

**Administrative Responsibilities:** The GA's are a key component of the day to day functioning of the UHRL office.

- Create monthly duty calendar in conjunction with the GA team
- Assist in the coordination and execution of all building programs, while supervising the UHRL staff throughout the process and event.

**Compensation:** The compensation package for a GA includes -

- a stipend of \$2600 over an 8 month period, payable bi-weekly
- the value of the housing assignment (building-dependent)
- the costs associated with any Shabbat you remain on campus whether on duty or otherwise

**Training and Development:** All University Housing and Residence Life Staff members are required to attend the programs listed below in addition to all University Housing and Residence Life Programming. Please plan your academic and social schedules accordingly.

- GA Training - TBD
- UHRL Training - Monday, August 17 – Saturday, August 22; day, night, & Shabbos
- Orientation - Sunday, August 23 – Tuesday, August 25
- Orientation Shabbat - Friday, August 28 – Saturday, August 29
- Bi-Weekly GA meetings - Tuesdays, 7:00 pm – 7:45pm
- Bi-Weekly RA meetings - Tuesdays, 8:00 pm – 9:00pm