



GRADUATE ASSISTANT

Department of Housing and Residence Life

Towson University (TU) is a comprehensive, metropolitan university located north of Baltimore, Maryland. TU currently enrolls over 21,000 students and has been designated as a growth institution by the University System of Maryland.

Currently, 4,500 students reside in 15 on-campus residence halls. The Department of Housing & Residence Life is comprised of professional, graduate, and undergraduate staff committed to promoting a residential living environment that fosters academic and personal growth in caring, diverse, safe, clean, and well-maintained communities.

The Graduate Assistant in the Department of Housing & Residence Life is responsible for effectively completing administrative tasks that support their assigned supervisor, committee and support the successful completion of the work within their assigned area.

Areas of Responsibility

The following is a representative, certainly not all-inclusive, list of Graduate Assistant responsibilities. The duties and responsibilities are divided into seven broad categories: General Expectations, Administrative Responsibilities, Project Management, Communication Skills, Computer Skills, Innovation & Creativity, and Additional Roles.

General Expectations

- Maintain a professional attitude and manner serving as a representative of the Department of Housing & Residence Life and Towson University; serve as an example and role model for students
- Establish and maintain a minimum of 20 office hours weekly
- Understand and comply with University and Housing policies and procedures
- Develop positive working relationships within the Department of Housing & Residence Life

Administrative Responsibilities

- Take initiative to complete the administrative and clerical tasks as assigned
- Strong organizational and administrative support skills
- Supervision of office assistants, timesheets and training
- As directed, produce monthly newsletters for area to help create community
- Maintain accurate records/reports and assist in planning and project management
- Customer service and ability to prioritize, problem solve and multi-task
- Ability to pay attention to detail and work with a sense of urgency

Project Management

- Assists and supports area tasks and initiatives through work on various projects
- Must possess initiative, time management skills, and ability to work independently
- Serve as representative on appointed committee/work group as needed

Communication Skills

- Responsible for creating various documents, letters and correspondence
- Ability to effectively communicate with members of Towson University's internal and external community

Computer Skills

- Knowledge of Microsoft Office suite, including word, excel and publisher
- Ability to learn database and other software packages as needed
- Ability to create and manipulate data in various programs

Innovation & Creativity

- Ability to create and develop materials for area and committee events, programs and projects
- Assist in the development and presentation of training and programs
- Ability to creatively design brochures, event flyers and other works

Additional Roles

- Provide administrative support and attend assigned committee meetings, area staff meetings and department –wide staff meetings
- Attending department training and development (summer and winter)
- Participate in the interviewing and selection process for new staff members (Resident Assistant, Graduate Assistant, Assistant Coordinator and Residence Life Coordinator) as defined by the department
- Other responsibilities as assigned by supervisor or member of the central staff

Qualifications: Must be admitted to and maintain a 3.0 GPA in a degree granting graduate program at Towson University and must be enrolled each semester progressing toward a graduate degree. This a year round position and must be available to work during the academic year and summer each week day for a total of 20 hours weekly. Must be available for the position and summer training starting July 1st or sooner.

Compensation: Tuition waiver for up to 12 credits during the fall and spring semesters with a \$6000 academic year stipend and during the summer a tuition waiver stipend or hourly wage will be provided. **Note: Effective August 2010, Towson University is a smoke-free campus.**

Towson University is an Equal Opportunity/Affirmative Action Employer and has a strong institutional commitment to diversity. Women, minorities, persons with disabilities and veterans are encouraged to apply.