



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

THE OFFICE OF THE FIRST-YEAR EXPERIENCE

Graduate Assistant for
Living and Learning
Communities

Graduate Assistant for Living and Learning Communities

Overview of the Position:

The Graduate Assistant for Living and Learning Communities works directly with the Office of the First-Year Experience and with Residence Life to assist with first-year student programming for the various residential Living and Learning Communities (LLCs) at the University of Louisiana at Lafayette. The LLCs were established to provide a distinctive setting where student academic success is supported through residential experiences. The individual in this position will report directly to the Associate Director of the Office of the First-Year Experience (with an indirect reporting line to the Area Coordinator of the residence hall in which the LLCs are housed). The GA will be responsible, with OFYE and Residence Life, for planning, supervising, and assessing co-curricular and extracurricular events related to the majors and themes of the LLCs. Compensation for the position includes room and board (the GA is required to live in the LLC residence hall), tuition and fees, and a \$950 monthly stipend. Compensation is for the academic year only. Compensation is not provided for the summer months. The Graduate Assistant for Living Learning Communities has the option to work for Housing during the summer months to continue room and board.

The position requires day and evening responsibilities and the ability to appropriately interact with professional staff, faculty, students, and Resident Assistants.

A fully furnished, in residence hall apartment, meal plan (when in operation), local phone, basic cable TV, ethernet connection, and academic tuition remission are provided for the academic year.

Student Development:

- Initiate, plan, supervise, and evaluate programming activities consistent with goals and objectives of the Office of the First-Year Experience and Residential Life.
- Coordinate student excursions from campus to ensure safe, organized, and administratively sound field trips from campus.
- Display initiative in planning programs, assessing student needs, and working with campus partners.
- Advertise programs and events to all residents living in the LLC community, including via social media.
- Plan and implement building wide programming.
- Conduct program recognition for staff members based on a programming guideline criteria.
- Conduct roommate conflict resolution.
- Assessment of LLC grades and developing reports.

Academics:

- Coordinate the implementation of in-hall academic study groups for assigned communities.
- Conduct intervention meetings with students identified as at-risk (or otherwise flagged in our early warning system).
- Assist Resident Assistants in developing programs to meet academic and social needs of the students in the Living and Learning Communities.
- Outreach to students, serve as an academic mentor, and refer students to appropriate campus resources.

Recruitment, Marketing, and Training:

- Design marketing materials related to LLC and academic events and initiatives.
- Participate in the recruitment, selection, training, and in-services of staff members for the LLC's and Residential Life.
- Assist with the recruitment of new students for the LLCs at Preview Days and other admissions functions.
- Plan and participate in staff training and development including, but not limited to July/August and January training.



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

THE OFFICE OF THE FIRST-YEAR EXPERIENCE

Graduate Assistant for
Living and Learning
Communities

Administrative and Assessment:

- Host one on one meetings with resident assistants in LLCs
- Assist in assessment, planning, implementation, and/or evaluation of assigned initiatives and projects.
- Oversee administrative tasks related to program planning and reports
- Establish and maintain regularly scheduled office hours.
- Supervise residential life staff in assigned area(s).

Other:

- Assist with any program initiated and implemented by OFYE
- Assist with summer activities, orientations, and recruitment events.
- Assist in crisis response as part of the essential personnel team.

Requirements:

- Strong administrative, organizational, and student event programming skills.
- Strong interpersonal communication skills and the ability to interact with a diverse population.
- Knowledge of first-year student needs.
- Demonstrated skills in student event program development and implementation.
- One year experience directly related to event planning or student programming.

Preferred Qualifications and Commitment:

- Previous experience living in residence halls is preferred. Additional experience as a resident assistant is desired.
- Two-year availability is preferred.

Please send cover letter, resume, and list of three references to Dana Bekurs.

Open until filled

Dana W. Bekurs

Associate Director Office of the First-Year Experience

University of Louisiana at Lafayette

Lee Hall 106

dana@louisiana.edu

PO Box 43695

Lafayette, LA 70504-4332

Phone 337-482-5424

<http://firstyear.louisiana.edu/>

Position begins Fall 2018