WASHINGTON UNIVERSITY IN ST. LOUIS: RESIDENTIAL LIFE
Graduate Fellow Job Description
Position Focus: Resident Advisor (RA) Experience

OVERVIEW
The Resident Advisor Experience Graduate Fellow is a graduate student who works in close collaboration with and is supervised by the Assistant Director of Residential Education to support the Resident Advisor program.

JOB RESPONSIBILITIES
The Graduate Fellow will work approximately 15 hours a week, which will include daytime and evening hours. Graduate Fellow responsibilities include:

- Working directly with the Assistant Director of Residential Education to support all departmental initiatives regarding the Resident Advisor experience.
- Attend August 2019 RA Training and oversee assessment for the training
- Helping to plan execute and provide logistical support for the 2020 Summer RA Training
- Work to support RA training and Bear Beginnings 2019, the new orientation initiative for all incoming students
- Responsible for the creation and distribution of a weekly RA newsletter during the academic year with departmental updates and information from campus partners
- Help to coordinate and attend monthly RA professional development nights
- Assist with the hiring process for incoming Resident Advisors
- Assisting with RA program assessment through program evaluation forms
- Participating in weekly one on one meetings with supervisor
- Participating in monthly graduate fellow/assistant staff meetings with other graduate fellows
- Other duties as assigned

QUALIFICATIONS
- Must be a full-time graduate student through the end of the 2019-2020 academic year
- Previous experience in Residential Life or Student Affairs is preferred
- Respect for and commitment to student development and student initiatives
- Valid Driver’s License and willingness to transport students through operating a departmental vehicle
- A commitment to and desire to learn about racial and social justice

COMPENSATION
The Graduate Fellow will receive $10.50/hr. averaging 15 hours a week for 44 weeks paid over a 10 month period (August – May), in addition to a $600 meal plan ($300 per semester). Housing is not included for the Graduate Fellow.

TERMS OF EMPLOYMENT
Grad Fellows should be prepared to return for Grad Fellow Training (August 5, 2019-August 25, 2019). During the school year, Graduate Fellows work approximately 15 hours per week. Grad Fellows should also be available
in May, at the end of the academic school year to assist with Residential Hall move-out. Outside of academics, the Graduate Fellow position should be a priority.

- Grad Fellows should be prepared to return for Grad Fellow Training (August 5, 2019 – August 25, 2019), and attend August RA Training (August 7, 2019- August 25, 2019). Not all of RA training is required for this position. Some time during RA training will be spent planning for the year.
- During the school year, Graduate Fellows work approximately 15 hours per week.
- Grad Fellows in this position should be available Monday evenings from 7-11pm for RA Training Nights.
- Grad Fellows should be available for Winter Training January 10, 2019 – January 12, 2019.
- Grad Fellows are expected to have these days available in their schedules and to participate fully in the programs that take place then.
- Grad Fellows should also be available in May, at the end of the academic school year to assist with Residential Hall move-out. Outside of academics, the Graduate Fellow position should be a priority.

**COMPENSATION**

The Graduate Fellow will receive $10.50/hr. averaging 15 hours a week for 44 weeks paid over a 10 month period (August – May), in addition to a $600 meal plan ($300 per semester). *Housing is not included for the Graduate Fellow.*

**APPLICATION PROCESS**

If you are interested in being considered for the Graduate Fellow position, please use this link to apply: [https://wustl.az1.qualtrics.com/jfe/form/SV_3WASoTZl21zccVn](https://wustl.az1.qualtrics.com/jfe/form/SV_3WASoTZl21zccVn)

Application materials will be received on a rolling basis. Interviews will take place via phone. Please contact Kayla Kromer at [kaylakromer@wustl.edu](mailto:kaylakromer@wustl.edu) if you have questions about the position.