WASHINGTON UNIVERSITY IN ST. LOUIS: RESIDENTIAL LIFE
Graduate Fellow Position Description
Position Focus: Residential College

OVERVIEW:
The Residential College Graduate Fellow is a graduate student who works in close collaboration with and is supervised by the Residential College Director (RCD) to support the Residential College Council through program development and implementation. Graduate Fellows also support the Resident Advisor staff and departmental initiatives.

JOB RESPONSIBILITIES:
The Late Night Programming Graduate Fellow works approximately 15 hours a week, which will primarily be night and weekend hours. (Please note that graduate fellow schedules will fluctuate based on the needs of the Residential College community.) Graduate Fellow responsibilities include:

- Serving as the primary advisor for Residential College Council (student governing body) with the support of the supervising RCD. This includes:
  - Attending weekly meetings with the College Council
  - Attending bi-weekly individual one-on-ones with each Executive Board Member
  - Attending semester one-on-ones with all other members
  - Working with executive board members to implement educational and social programming focused on upperclassmen and their unique need
  - Providing leadership development to college council throughout the year
  - Shopping for events with college council members
  - Maintaining the College Council Budget
- Attending and supporting CS40 programs and initiatives
- Attending and supporting residential community and college council programming, including using a university procurement card for purchasing on behalf of the college
- Implementing 1-2 special initiatives or programs per semester to serve the students in the residential college.
- Attending all RA Trainings, including August, winter, and Monday evening trainings
- Attending all RA staff meetings (held Monday evenings)
  - Working in conjunction with RCD to lead staff development activities
  - Working in conjunction with RCD to lead occasional staff meetings or co-lead staff meetings
- Managing the living agreement process for residential college and serving as their residential college’s liaison for the Conflict Resolution Facilitator program
- Attend weekly 1 on 1s with supervisor and bi-monthly graduate fellow meetings
- Participating in weekly one on one meetings with supervisor
- Serving on one departmental committee
- Participating in monthly graduate fellow staff meetings with other graduate fellows
- Supporting the RCD recruitment process (e.g. facilitating interviews) unless applying for position

Residential College Graduate Fellow Position Description
• Supporting the opening and closing of residential colleges/communities before and following breaks (e.g. August, December, May)
• Other duties as assigned

QUALIFICATIONS:
• Must be a full-time graduate student through the end of the 2021-2022 academic year
• Possess strong organizational and administrative skills
• Previous experience in residential life or student affairs is preferred
• Respect for and commitment to student development and student initiatives
• Must be available to work evening and weekend hours
• Must have a valid driver’s license and willingness to drive departmental vehicles
• A commitment to and desire to learn about racial and social justice

COMPENSATION:
Graduate Fellow will receive $12.00 per hour averaging 15 hours a week for 44 weeks paid over a 10 month period (August – May), in addition to a $600 meal plan ($300/semester). Housing not included.

TERMS OF EMPLOYMENT:
Graduate Fellows should be prepared to return for Grad Fellow Training (August 8, 2021). During the school year, Graduate Fellows work approximately 15 hours per week. Graduate Fellows should also be available in May to assist with residential college/community move-out. Outside of academics (including practicum), the Graduate Fellow position should be a priority.

• Graduate Fellows should be prepared to return for August RA Training (August 8, 2021-August 29, 2021). Not all of RA training is required for this position. Certain times during RA training will be spent planning for the year.
• The Graduate Fellow in this position is expected to be available for and participate Monday evenings from 7-11pm for RA Training Nights.
• Graduate Fellows are expected to be available for and participate in Winter Training (January 14, 2022 – January 16, 2022).
• Graduate Fellows are expected to be available for and participate in RA Interview Weekend (January 22, 2022 – January 23, 2022 subject to change).

APPLICATION PROCESS:
If you are interested in being considered for the Graduate Fellow position, please use this link to apply: https://tinyurl.com/GradFellowARCD-application

Application materials will be received on a rolling basis. Priority review will begin June 8, 2021. Interviews will take place via zoom. Please contact Shawn Gaines at shawng@wustl.edu if you have questions about the position.