**Graduate Assistant for Residential Community Standards**

**Housing & Dining**

**Northern Illinois University**

**Housing & Dining** at Northern Illinois University manages the operation and staffing of all residence halls on the NIU campus and all dining facilities located within our residence halls. We are proud to house over 5,000 NIU students each year and look forward to welcoming our incoming students.

**Department Mission:** Housing & Dining is committed to providing a safe, supportive, and educationally empowering community where students can learn, grow, and be successful within a complex and diverse world. Through our facilities, programs, and the collaborative efforts of our staff, student leaders, and campus partners, we promote respect, individuality, and personal responsibility.

**Student Affairs & Enrollment Management Mission:** In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs & Enrollment Management creates student learning opportunities and provides critical service beyond the classrooms that inspire and support intellectual, personal, and civic growth for leadership in a diverse and complex world.

**Position Summary:** The Graduate Assistant for Residential Community Standards provides leadership to and management for Residential Student Conduct Boards. The Graduate Assistant will also provide support for implementation of community standards on all residential floors, and crisis response programs. The Graduate Assistant is directly supervised by the Assistant Director of Residential Community Standards. This live-in position will share on call duty rotation for the Grant Complex. The position involves a level of accessibility and accountability to students and staff, including maintaining and administration of the Maxient Student Conduct Database. The Graduate Assistant may also work closely with Complex Coordinators, Full-Time and Graduate Hall Directors who provide supervision and support the community advisors in the residence halls, the office of Community Standards & Student Conduct, and the Department of Police & Public Safety. All residential communities support and contribute to the academic mission of the institution.

**Duties and Responsibilities:**

1. Advising:
   a. Counsels, advises, and refers residents on personal and academic matters
   b. Adjudicates low level violations of University and Housing & Dining policies
   c. Administratively assists Residential Student Conduct Boards
   d. Establishes and maintains regularly scheduled office hours

2. Leadership:
   a. Creates intentional efforts to interact with students and provide opportunities for student growth and development by leading activities such as initiatives surrounding positive decision making utilizing the Residential Curriculum.
   b. Supports the mission, policies, and procedures of the Department and University
   c. Assists with departmental initiatives as needed
   d. Promotes and develops an inclusive and academically supportive community by leading activities such as initiatives surrounding the Bias Incident Response Protocol
   e. Prepares case materials to be presented to the Residential Student Conduct Boards
3. Collaboration:
   a. Actively participates as a member of the Grant Complex area team, along with additional Graduate Residence Hall Directors, Residence Hall Directors, Complex Coordinators, Chief Clerks, Community Safety Officers, Living-Learning Community Coordinators, Residential Dining Staff, and Facilities Staff
   b. Seeks opportunities to work collaboratively with departmental, divisional, and campus partners through committees, liaison relationships, and other interactions
   c. Collaborates with other staff within the complex and across Housing & Dining to ensure consistency and sharing of best practices

4. Crisis Management:
   a. Responds to crisis and emergency situations and communicate necessary information appropriately
   b. Participates in area on-call duty rotation including weeknights, weekends, and break periods when the University may be closed
   c. Serves as a Campus Security Authority and assists with the process of reporting crimes in order to maintain accurate and timely crime statistics and to increase the overall safety of the campus

5. Programming Development/Planning:
   a. Assists staff in assessing student needs and providing strategies related to the Residential Curriculum regarding student conduct and community standards

Position Requirements:
- Admitted to Northern Illinois University graduate school and enrolled in a graduate course of study
- Preference will be given to graduate students pursuing a degree in Counseling, Adult and Higher Education, but those pursuing degrees in a closely related field or discipline at Northern Illinois University will also be considered
- Successful background check clearance

Qualifications:
- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds
- Previous residence life experience or group living experience

Salary/Compensation for a 10.5 month, 20 hours per week position include:
- Start Date: July 13, 2016
- Salary: $1,000 per month
  Housing in residence hall: furnished one bedroom with local phone, cable services, and high-speed internet
- Meal Plan: When Dining services are in operation.
- Other Benefits: Tuition waiver calculated at $357 per credit hour and professional development funds; reserved parking at a reduced rate (taxable benefit) and domestic partnership benefits, summer employment may also be available

Contact information:
Patricia A.R. Martinez
Acting Executive Director for Housing and Residential Life
Housing & Dining
Neptune East 151
Northern Illinois University
DeKalb, IL 60115

To apply, send cover letter, resume and list of three professional references to: residence_life@niu.edu

Office: 815-753-1526
Fax: 815-753-9226

Northern Illinois University is an equal opportunity/affirmative action institution.