Graduate Assistant for Leadership Development
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 Leadership Development provides primary leadership and overall advising of the student governance initiatives within Housing & Dining. The GA for Leadership Development is a ten-month graduate assistantship, supervised by the Associate Director for Residential Communities. This position involves a level of accessibility and accountability to all students and staff, and includes, within the context of using a Residential Curriculum model, assisting hall staff in the development and operation of all Residential Life student government, Quality of Life Boards, and student committees for our 6000 student Housing & Dining operation. The position requires day and night time responsibilities and the ability to have direct interactions with multiple campus constituencies. The Graduate Assistant will assess current student government operations, committees and groups and make recommendations about changes, modifications and additions in how those groups function and operate as a part of our Residential Life Team. This individual will work closely with the delegations attending the IRHA, GLACURH and NACURH conferences and serve as an operational advisor to the Residence Hall Association and Believing in Culture. There is potential to advise the National Residence Hall Honorary and any additional developed system wide groups. The GA for Leadership Development shares on-call duty responsibilities within the Neptune Complex and attends weekly staff and area meetings.

Duties and Responsibilities:
1. Advising:
   a. Using the context of the Residential Curriculum, coordinates, assists, and evaluates all system wide student government groups
   b. Attends regularly scheduled RHA, BIC, and other student organization meetings as an advisor
   c. Assists the Assistant Director for Residential Communities in the administrative, developmental, and operations management of student governance committees and groups. Responsibilities may include, but are not limited to, serving as advisor to a student governing body, developmental programs or academic success/support endeavors
   d. Counsels, advises, and/or refers residents on personal and academic matters
   e. Serve as delegation advisor as requested by the Assistant Director
f. Meets with executive board members to aid in the student developmental process

2. Leadership:
   a. Actively participates as a member of the Residential Communities Team to assure active productive and constitutionally sound student committees and groups
   b. Participates in student conferences and other student excursions away from campus to coordinate safe, organized, and administratively sound movements from campus including overseeing purchase order processing, transportation acquisition and contacts with other institutions.
   c. Supports the mission, as well as all policies and procedures of the department and the university
   d. Become familiar with the rules, regulations, resources, and constitutions of floor, hall, area and system wide student organizations
   e. Using the Residential Curriculum, promotes the development of a civil, welcoming, just and diverse residential community

3. Crisis Management:
   a. Responds to crisis and emergency situation 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

4. Time Management:
   a. Establishes and maintains regularly scheduled office hours.

5. Collaboration:
   a. Actively participates as a member of the Residential Communities Team to assure active, productive and constitutionally sound student committees and groups
   b. Assists in the instruction of leadership classes, if offered
   c. Performs other duties as assigned

6. Develop and Present Training:
   a. Develops and participates in scheduled staff development sessions and/or retreats.
   b. Trains the RHA Executive Board and related organizations regarding the Residential Curriculum
   c. Develops and demonstrates some understanding of student development theory

7. Organizational Skills:
   a. Reviews all administrative paperwork from those groups under their supervision, (e.g. purchase orders, contracts, reports, registration forms, reimbursements, etc.).

**Position Requirements & Qualifications:**
- 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
- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds. Advising experience preferred
- Successful background check clearance

**Salary/Compensation for a 10 month, 20 hours per week position include:**
- Start Date: July 13, 2016
- Salary: $1,000 per month
- Housing in residence hall: Furnished one bedroom/one bath apartment 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, professional development funds, reserved parking at a reduced rate (taxable benefit) and domestic partnership benefits, summer employment may also be available
Northern Illinois University is an equal opportunity/affirmative action institution.

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