



## DEPARTMENT OF RESIDENCE SERVICES JOB DESCRIPTION

**TITLE:** Graduate Assistant – University Apartments (primary) & Residence Life (secondary)

### **BASIC FUNCTION AND RESPONSIBILITY**

Required live-in, 12 month, half time (20 hours per week) graduate assistantship. Assist in the day to day operations and student development mission of the University Apartments Community and University Residence Halls.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Showcase University Apartment/Residence Hall facilities and services to prospective students, parents and University community.
- Assist residents in resolving housing and general living problems and refer to appropriate advisory services. Communicate and enforce housing contracts and policies.
- Respond to inquiries and complaints from students, staff and public (including parents).
- Assist in the investigation of policy violation, damage, thefts, etc. Follow up with appropriate staff and students to determine accuracy.
- Check in/out residents and assist with lease renewals during peak periods and other times in the University Apartments office as needed. Assist in conducting health and safety inspections of occupied apartments.
- Perform and maintain appropriate programming, administrative and employment records, duties and activities as assigned.
- Attend various staff meetings and participate in staff and resident committees as assigned.
- Assist and collaborate in planning, directing and supporting educational and social programming with University Apartments and the International Crossroads Learning Community in Mayflower Hall.
- Assist in directing, scheduling, assigning and monitoring the work of the Mayflower Fitness Center.
- Assist in advising, directing and providing leadership to the building student government association in Parklawn Hall.
- Respond to emergencies and problems (including maintenance) on a 24-hour live-in basis. Participate in Neighborhood On Call Duty Rotation.

### **SUPERVISION RECEIVED**

General supervision is received from the Manager University Apartments, functional supervision is received from the North Side Neighborhood Area Coordinator.

**SUPERVISION EXERCISED**

Supervise Fitness Center Staff. Functional supervision is exercised over resident assistants and support staff.

**QUALIFICATIONS**

- Bachelor’s degree and one year residence hall/university apartment or related work experience preferred, but not required.
- Acceptance in Master’s Program is required. Candidate in the Student Development in Post –Secondary Education Master’s Program is highly desirable.
- Demonstrated communication (written and verbal), leadership and organizational skills.
- Ability to work with minimal supervision, handle multiple assignments, conflicting demands and priorities. Ability to work with a diverse student population.
- Reasonable experience in using computers, including Word and Excel, and Outlook.
- Must possess a valid driver’s license and have the ability to met standards of the Fleet Safety Program.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Interested persons should forward a letter of interest, current resume, and the names and phone numbers of three references to:

Kate Fitzgerald  
Assistant Director, Residence Life  
260 Stanley Hall  
Iowa City, IA 52242-1217  
(319) 335-3700  
kate-fitzgerald@uiowa.edu

The University of Iowa is an Affirmative Action/Equal Opportunity Employer.  
We encourage minorities and women to apply.