Graduate Assistant Position
Norfolk State University
Housing & Residence Life
Job Analysis

**General Description:** The Graduate Assistant is a member of the Housing & Residence Life (HRL) team and reports directly to the Associate Director for Residence Life and Academic Initiatives. The position functions as the assistant Resident Director within a residential community and serves as supervisor for Resident Assistants and Work Study staff members. This position is responsible for assisting the Resident Director in fostering the *Spartan Residential Experience* by providing administrative and programmatic support to an assigned residence hall.

**Job Specifications/Qualifications:**
- Candidates must have completed the requirements for a Bachelor’s degree from an accredited higher education institution and be enrolled at Norfolk State University as a full-time, degree-seeking graduate student (at time of appointment).
- A GPA of 3.0 or better must be maintained as a requirement for the position.
- Candidates must have a completed graduate assistant application on file in Housing & Residence Life.
- Demonstrated skills in the following areas are highly desired: supervision, critical thinking, working independently, interpersonal skills, organizing, attention to detail, ability to meet deadlines, staying flexible, and persistence.
- Degree background/coursework in psychology, counseling, sociology, student personnel services, or related field is not required, but preferred.
- As the position is considered the graduate assistant’s primary non-academic activity, the Graduate Assistant may not accept any other employment. *Practica and internships must have prior written approval.*

**Duties and Responsibilities:**
- Assist Area Coordinator(s) and Resident Director(s) in the facilitation of the day-to-day operations of assigned residence hall(s).
- Co-supervise the hall’s Resident Assistant (RA) staff team and Work Study (WS) staff team to include staff scheduling, staff development, and staff performance evaluation.
- Establish and foster a residential community environment that is not only consistent with the mission, vision, and core values of HRL, but also conducive for living-learning.
• Act as a first responder in times of crisis and emergency as well as serve as an advocate for residents.
• Model appropriate behaviors and serve as a role model for residents within assigned hall(s).
• Actively participate in professional development and leadership opportunities which enhance the graduate assistant experience.
• Deemed “essential personnel”, Graduate Assistants are required to remain on campus during emergency situations (hurricanes, winter storms, etc.) and assist Housing & Residence Life in whatever means needed.
• Work a total of 29 hours per week; serve in a rotating on-call weekend duty rotation, as well as be available outside of scheduled work hours as needed.
• Other duties as assigned.

Remuneration: The graduate assistantship is a 10 month position (mandatory staff training begins in mid-July and responsibilities end in mid-May). The position also includes being present during move-in day (August), University break closings/move-outs, students returning from University breaks, and final closing at the end of the academic year (May). Additionally, the position has a mandatory live-in requirement, paid training, room and meal scholarship, and an hourly compensation of $13.00/hr. As this position is an hourly-wage employee and is classified as a graduate assistantship, standard employee benefits are not offered.

For additional information, please contact:
Dr. Marcus T. Harrison
Associate Director for Residence Life & Academic Initiatives
Housing & Residence Life, SSC 308
700 Park Avenue
Norfolk, VA 23504
Phone: (757) 823-8407
Fax: (757) 823-2304
Email: mtharrison@nsu.edu

Norfolk State University, a comprehensive urban public institution, is committed to transforming students’ lives through exemplary teaching, research, and service. Offering a supportive academic and culturally diverse environment for all, the University empowers its students to turn their aspirations into reality and achieve their full potential as well rounded, resourceful citizens and leaders for the 21st century.