



# WEST VIRGINIA STATE UNIVERSITY

## **Graduate Assistant (10-Months) Office of Housing and Residence Life**

### **West Virginia State University:**

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

### **Position Description:**

This is a 10-month, live-in position that reports directly to the Director of Housing and Residence Life. A Graduate Assistant is an important member of the Housing and Residence Life staff and is responsible for assisting the Director of Housing and Residence Life in achieving the mission and goals of the department. S/he resides in the residence hall in order to facilitate the personal, social, and academic development of the residents. The principle function of the GA is to work with residents and staff members to create an atmosphere that is conducive for academic and social growth. *This job description is subject to change at the discretion of the Director of Housing and Residence Life as needed to meet the needs of the department and students.*

### **Responsibilities for the Housing and Residence Life Graduate Assistant**

The GA position reports to the Director of Housing and Residence Life. The position requires approximately 29 hours/week, which includes some evening and weekend hours. Students hired as a GA for the Department of Housing and Residence Life are not eligible to hold outside employment unless approved by the Director of Housing and Residence Life. The primary responsibilities of the assistantship are outlined below:

- Co-supervise, train, and evaluate 4-10 Resident Assistant (RA) staff in conjunction with programming efforts, student development, etc.
- Co-supervise office assistants.
- Work with RAs and residents to develop community in the hall and on individual floors.
- Participate in student programs and establish contact and visibility in order to develop community.
- Refer students to appropriate campus resources.
- Assist with staff selection, training, and development.
- Communicate, enforce, and clarify policies to students and student staff.



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- Complete assigned tasks and daily responsibilities by established deadlines.
- Make oneself available to students, staff and University administrators during normal business and after hours.
- Maintain updated student conduct records, health and welfare, occupancy, financial and additional administrative records.
- Participate in all departmental training activities.
- Attend weekly staff meetings.
- Act as a positive role model at all times (both on and off campus).
- Monitor and maintain a professional online/social media presence (e.g., Facebook, Twitter, Instagram, etc.)
- Recognize the importance of and demonstrate confidentiality.
- Assist with opening and closing of the residence halls during all holiday breaks.
- Assist and participate in student counseling, conflict resolution and mediation, and crisis management
- Participate in on-call rotation duty response.
- Abide by the policies and procedures of West Virginia State University, including the Student Code of Conduct and Res Life Community Living Guide Handbook.
- Other duties as assigned.

## **Requirements for the Housing and Residence Life Graduate Assistant**

- Completion of a bachelor's degree and enrolled with six or more credit hours per semester in a degree program at West Virginia State University.
- Must be in good academic and judicial standing with the University and maintain a 3.0 cumulative GPA.
- Must be able to pass a criminal background check.
- Experience in residence life and/or student leadership including previous experience in programming for college students, orientation or similar leadership experience.
- Experience living or working in a residence hall, peer counselor, or campus/student leadership position(s).
- Ability to exercise basic human relations skills in directing and motivating staff and dealing with varied constituencies on and off campus.
- Possess effective communication, interpersonal, and organizational skills.
- Interest in and enthusiasm for intentionally designing co-curricular experiences with and for students.
- Strong administrative, organizational, programming, customer service, and interpersonal skills.
- Two-year availability is preferred.



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## **Salary Statement**

This 29-hour per week position is compensated monetarily (approximately \$850 stipend/per month for 2025-2026). Also includes:

- Campus Meal Plan to include Goldston Dining Hall swipes and flex dollars.
- On campus furnished living space including internet and utilities.
- Access to laundry.
- Professional development opportunities.
- If the Department of Housing and Residence Life terminate the student as GA or if the student resigns from the position, the student understands that portions or all of their compensation may be charged back to their student account for failing to fulfill any portion of the GA responsibilities outlined in the GA agreement and in the GA job description. The GA should understand that they will be relocated to any available spaces if they choose to remain in on campus housing if they choose to leave their position and/or if terminated and will be responsible for paying any remaining housing charges.

## **To Apply:**

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, official academic transcripts, and the names and email addresses or phone numbers of three professional references by July 1, 2025. **All requested information must be submitted for your application to be considered.**

Please submit application materials via email to [jobs@wvstateu.edu](mailto:jobs@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 324 Ferrell Hall  
Institute, WV 25112

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766- 3156 and/or [hr@wvstateu.edu](mailto:hr@wvstateu.edu).