

# CAMPUS TOWN

## Graduate Assistant Application 2020-2021

We are excited that you have decided to apply to be a Graduate Assistant (GA). It is a unique opportunity to work with diverse groups of students and be actively involved on The College of New Jersey campus. Working in this community offers you the special chance to make an enormous and positive impact on the success of your fellow students!

Your **completed** application should contain:

- ✓ Application - enclosed
- ✓ Signed and completed Work History form - enclosed
- ✓ Case Study Questions – enclosed
- ✓ Resume
- ✓ List of References

Please feel free to contact us if you have any questions. We are located in Building 600 – Suite 300 (behind Mexican Mariachi). You may also call or email us: 609-273-7925 or [mckenna@campustowntcnj.com](mailto:mckenna@campustowntcnj.com). Thank you for your interest and good luck!

**Graduate Assistant Application - applications will be accepted on a rolling basis and application will be reviewed as submitted until position is filled.**

Please complete and return to the Campus Town Leasing Office.

*Please type or print clearly in blue or black ink.*

Name:

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle

Permanent Address:

\_\_\_\_\_

Permanent Phone/Cell Phone:

\_\_\_\_\_

Email:

\_\_\_\_\_

*We will contact you through this address. Please check this regularly throughout the process.*

Expected Graduation Date:

\_\_\_\_\_

GPA (Cumulative):

\_\_\_\_\_

*2.5 GPA required for employment*

Major:

\_\_\_\_\_

Minor:

\_\_\_\_\_

# CAMPUS TOWN

Do you anticipate having any commitments that may take time away from the GA position? If yes, explain – be specific and list timeframe of day:

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Do you plan to hold a practicum, internship, etc. during the next academic year? If yes, where? How many hours per week and the timeframe: morning or afternoon?

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Are you involved in any activities and/or organizations on campus? If yes, please list and note any offices held.

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Do you currently live in Campus Town or on TCNJ Campus? Which one? If not, please specify.

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# CAMPUS TOWN

## Graduate Assistant Application

*Please type or print clearly in blue or black ink.*

### Work History

Please attach a copy of a current resume detailing your employment, leadership experiences, and extracurricular activities.

I declare all information given is accurate and complete.

I have read and understand the Resident Assistant job description.

I give The PRC Group permission to verify with The College of New Jersey and any previous employer, my employment, grade point average and student conduct record.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

### **List 3 References:**

References:

**Name:** \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Title: \_\_\_\_\_

Company/School: \_\_\_\_\_ State/City: \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Title: \_\_\_\_\_

Company/School: \_\_\_\_\_ State/City: \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Title: \_\_\_\_\_

Company/School: \_\_\_\_\_ State/City: \_\_\_\_\_

# CAMPUS TOWN

## Graduate Assistant Application

*Please type on additional pages.*

Below are questions that will help us get to know you better. Please provide short answers (approximately 150 words) to these questions on a **separate piece of paper**. Answers should be well thought out and honest.

1. What aspects of Residential Life at Campus Town make you most interested in working here?
2. Please articulate three components of quality supervision for undergraduate student leaders and how you would employ them as a new supervisor.
3. What are the qualities and behavioral indicators of a healthy residence hall community?
4. What steps have you taken to make your direct environment, preferably in a residential/community setting, a more inclusive place for others to live?
5. What resources have you utilized to stay organized in a fast-paced, changing environment?
6. How would a Graduate Assistant in a supervision position with Resident Assistants contribute to a community of positive community standards and acceptable, appropriate behaviors?
7. Describe your leadership experience you've had and what have you learned from it?

Please provide short answers (approximately 150 words) to these questions on a **separate piece of paper**.

# CAMPUS TOWN

## Graduate Assistant for Residence Life Position Description

**JOB TITLE:** Residence Life Graduate Assistant

**REPORTS TO:** Director (Supervisor)

**FLSA STATUS:** Non-Exempt

### Summary:

The Residence Life Graduate Assistant (GA) is a paraprofessional member of Campus Town and The PRC Group; the GA is responsible first to their supervisor(s), the Director, and second, to the Assistant Director. As a representative of Campus Town, the Graduate Assistant serves as the direct supervisor for the Resident Assistants (RA's) and is responsible for positively contributing to a high-quality living experience for our residents.

**Specific Responsibilities:** The responsibilities of a GA are many and varied. Major responsibilities include:

#### A. Administrative Responsibilities:

1. Will have a minimum of 25 office hours per week. With the understanding that the required number of hours may increase depending on the need of the Office.
2. Attend/oversee various events including, but not limited to Open Houses, Accepted Student Days, and Homecoming at TCNJ.
3. Attend/oversee Resident Assistant trainings in both August and January.
4. Oversee the Resident Assistant selection and interview process.
5. Oversee the training of Resident Assistants as tour guides; ensure 'tour' room(s) are coordinated for best showing
6. Complete monthly one-on-one meetings with each member of the Resident Assistant staff
7. Hold weekly meeting with the Resident Assistant staff as a whole
8. Oversee execution of Health and Safety Inspections
9. Create and send monthly newsletter to residents of Campus Town.
10. Oversees parking application and assignment process
11. Meets with all residents for potential lease violation incidents and sends appropriate follow up notification
12. Assists with file completion through file audits each semester, in line with The PRC Group audit policy.
13. Customer Service – may assist the Director and/or Assistant Director by returning calls and inquiries on their behalf
14. Serves as a backup to the Office Coordinator at times of absence in that role
15. Performs other clerical duties as needed, such as filing, photocopying, ad collating.
16. Other duties as assigned

# CAMPUS TOWN

- B. Foster a sense of responsibility, as well as an advisory role with each individual Resident Assistant:**
1. Foster an environment in which people's rights and differences are respected.
  2. Have a working knowledge of the terms and conditions for residential living.
  3. Serve as a positive role model by conducting self in a mature and responsible manner in the presence of residents, both within and away from Campus Town, and abiding by the standards set forth in the Resident Handbook.
- C. Time Commitment:**
1. Participate in bi-weekly individual meetings with supervisor(s).
  2. Establish and implement a personal skill development plan with supervisor(s).
  3. Receive prior approval from supervisor(s) for any involvement in time commitments outside of academics. Other than personal welfare, only academic requirements shall take priority over GA job duties and responsibilities.
  4. Receive prior approval from supervisor(s) for additional employment beyond the GA position (not to exceed ten hours per week).
  5. Assist and be present for the Move-In and Move-Out Processes at the start and end of each semester and other periods as determined by the supervisor.
  6. The GA position has an average commitment of 30 hours per week.
  7. Involved in an overnight weeknight and weekend duty rotation shared among staff members.
  8. The GA contract anticipated start date is July 1<sup>st</sup> and anticipated end date of June 30<sup>th</sup> the following year.

## **Compensation**

- A stipend of \$10,000 per year to be paid over 12 months.
- Tuition Remission of \$5500 per academic year.
- 1 Bedroom apartment – valued at \$16,104.00 per academic year 2020-2021

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Education and/or Experience* – The Residence Life Graduate Assistant must be a currently enrolled full-time student (12 undergraduate credits or 9 graduate credits). The Residence Life Graduate Assistant must have a minimum cumulative grade point average of 2.5 or higher at the time of application and maintain this minimum GPA during the entire employment period. The GA must be in good financial and judicial standing with Campus Town, as well as his/her academic institution, at the start of the employment period and maintain good financial and judicial standing throughout the employment period.

# CAMPUS TOWN

## **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; climb stairs; sit and use hands to finger, handle, or feel. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

## **Work Environment**

The noise level in the work environment is usually moderate.