

**LEWIS & CLARK**  
**CAMPUS LIVING GRADUATE ASSISTANT**  
**P o s i t i o n   D e s c r i p t i o n**

**Position Purpose**

Lead and support the staff, program development, and facility management of a residential area. Provide a safe living environment and maximize the living/learning experience for residential students. Provide programmatic support in conjunction with the Campus Living mission. This position reports directly to the Assistant Director of Campus Living, and is a live-in position.

**Principle Duties**

- Supervise resident career advisor staff (3) and cultivate positive relationships with residential students in the College's apartment style housing complex.
- Work collaboratively with the Area Director for Holmes, Hartzfeld, and the Apartments. Attend and help facilitate all area wide staff functions, including staff trainings, meetings, and retreats.
- Design appropriate on-going training sessions for Resident Career Advisors in collaboration with the Career Center staff.
- Develop learning outcomes and employ pedagogical strategies reflective of a residential learning community.
- Develop and assess learning outcomes for apartment residents geared toward career and life-skill development
- Administer housing process for assigned residential area, including roommate placement, in-hall room changes, room reassignments, opening and closing procedures and occupancy reports.
- Adjudicate student conduct cases, generate educational sanctions, and maintain prompt communication and accurate record keeping throughout the conduct process.
- Help facilitate the RA selection process, including coordinating recruitment and group process.
- Participate in the Area Director 24-hour on-call rotation.
- Assist with the development and implementation of a comprehensive training program for all student staff including August training, regular in-service, January training, and spring training.
- Meet bi-weekly with the Assistant Director of Campus Living.
- Coordinate with the Director of Housing/New Student Orientation and Facilities Services on building management.
- Create and support an atmosphere in which all areas of diversity are sensitively acknowledged, understood and celebrated.
- Work collaboratively with other Campus Living, Student Life, and College staff and faculty.
- Maintain active participation in the residential and College communities.
- Create and implement a professional development plan that ensures growth that benefits the individual and the College.
- Conduct other duties as assigned.

**Qualifications/Experience**

- Bachelor's degree.
- Enrollment in the Student Affairs Administration Graduate degree program at the Lewis & Clark Graduate School of Education and Counseling.
- A minimum of one year's experience working within student affairs (either at Lewis & Clark or at another residential higher education institution) as a student leader.
- Demonstrated commitment to student and community development.
- Ability to develop and maintain professional and collaborative relationships with other staff and faculty.
- An expressed and demonstrated commitment to diversity and inclusion.
- Excellent interpersonal communication, leadership, organization, and administrative skills.
- Ability to think critically, problem solve, and make sound decisions.
- Ability to effectively plan and organize work.
- Appreciation of the value of a liberal arts education.

**Compensation**

- Stipend to cover tuition (for up to 20 credit hours, starting fall term)
- Furnished campus apartment, meal plan during the academic year

Questions regarding this position may be directed to Joe-Barry Gardner at 503-768-7123 or [jgardner@lclark.edu](mailto:jgardner@lclark.edu) or Anna Gonzalez at 503-768-7110 or [dos@lclark.edu](mailto:dos@lclark.edu).

Lewis & Clark adheres to a nondiscrimination policy with respect to employment, enrollment, and program. The Institution does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, handicap or disability, sexual orientation, or marital status and has a firm commitment to promote the letter and spirit of all equal opportunity and civil rights laws. Persons of color strongly encouraged to apply.