



Student Affairs
University Housing and Residential Life

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- Position Title:** Graduate Student Worker for Student Engagement
- Division:** University Housing & Residential Life
- Reports to:** Assistant Director for Residential Life
- Position Overview:** The position supports the Residential Life central administration in a variety of initiatives to support and engage students and staff living on campus. The main areas of focus will be supporting Temple's Residence Hall Association (RHA) and assisting with staff training and recruitment processes. Additionally, this staff member may work to provide administrative support to Assistant Directors overseeing other central Residential Life projects and initiatives. This is a live-off position with administrative and creative responsibilities to meet the developmental needs of our residential population.
- Employment Period:** July 19, 2021 - May 13, 2022
- Remuneration:** \$20.00 per hour/20 hours per week
- Qualifications:** Full-time, matriculated graduate student at Temple University. Strong administrative skills, critical thinking/problem solving, and excellent communication skills are necessary for this position; at least 1 year of residence hall experience preferred; experience supporting training and/or hiring processes preferred.

Duties and Responsibilities:

I. Student Engagement & Community Development:

1. Serve as the co-advisor to the Residence Hall Association (RHA).
2. Assist in the recruitment and selection of residence hall association members (including executive board members and individual community councils).
3. Develop and support members of the RHA executive board through bi-weekly one-on-one meetings.
4. Assist in the development and evaluation of student engagement and community development initiatives.
5. Serve as a member of the Residential Curriculum Committee to support ongoing residential curriculum and engagement.

II. Staff Training and Recruitment:

1. Assist the AD for Training and Recruitment in the management of hiring processes for undergraduate and graduate student staff positions.
2. Assist with the planning and implementation of staff training programs, including Summer and Winter staff trainings and ongoing staff development.

III. Administration:

1. Maintain approximately 20 office hours per week (some nighttime commitments required).
2. Attend weekly supervisory meetings with Assistant Director for Residence Life.
3. Assist with student recruiting, admissions, and retention efforts—including but not limited to Welcome Week, Open House and Experience Temple Days.
4. Attend weekly Residential Life staff meetings on Wednesdays from 10am- 12pm.
5. Attend weekly committee meetings as required.

IV. Other Duties:

1. Assist in the development of publications to meet the needs of perspective and current students.
2. Perform other duties as agreed upon by University Housing & Residential Life.

ACKNOWLEDGEMENT

By entering my TUID after accepting the position in MyHousing, I hereby acknowledge that I have received and read the respective position description, this agreement, and other materials provided by UHRL and agree to their terms. I am aware that failure to meet these obligations, expectations, and conditions stated in this agreement, the position description, and any other materials provided by UHRL may be grounds for disciplinary action up to and including termination of the appointment. I also understand and accept the benefits and compensation being offered by UHRL.