



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 of Residential Life – Student Development and Community Engagement
- Position Overview:** The position assists the Assistant Director of Residential Life for Student Development & Community Engagement by providing direct support to the overall residential experience program, not limited to large scale community development, and oversight of the Residence Hall Association. This is a live-off position with administrative and creative responsibilities to meet the developmental needs of our residential population.
- Employment Period:**
- Remuneration:** \$20.00 per hour/20 hours per week
- Qualifications:** Full-time, matriculated graduate student at Temple University. Strong administrative skills and excellent communication skills are necessary for this position; at least 1 year of residence hall experience preferred.

Duties and Responsibilities:

I. Community Development Activities:

1. Serve as the advisor to the Residence Hall Association.
2. Assist in the development and implementation of residence hall association executive board and community councils.
3. Assist in the development and evaluation of student engagement and community development initiatives.

II. Administration:

1. Maintain at least 20 office hours per week (some night time commitments required).
2. Attend weekly meetings with Assistant Director for Residence Life.
3. Schedule and attend weekly meetings with residence hall association executive board members and general assembly meetings.
4. Assist with student recruiting, admissions, and retention efforts—including but not limited to Welcome Week, Open House and Experience Temple Days.

III. Selection and Training:

1. Assist in the recruitment and selection of residence hall association members (including executive board members and individual community councils).

2. Assist in developing and training staff on developing appropriate and community-specific programs for residents.
3. Assist in the developing and training of community council advisors.

IV. Other Duties:

1. Serve as delegation advisor to 1-3 regional and/or national conferences as needed, not limited to CAACURH, NACURH, and No Frills.
2. Assist in the development of publications to meet the needs of perspective and current students.
3. Perform other duties as agreed upon by University Housing & Residential Life.