Duquesne University
Honors College Graduate Assistant - Residence Life

General Statement of Duties:
Graduate Assistants in the Office of Residence Life are considered members of the central office staff. This is a part-time position for a student enrolled in a graduate program at Duquesne University. The Graduate Assistant will represent the Office of Residence Life within the Division of Student Life in their various roles.

Supervision Received:
The Honors College Graduate Assistant works under the direct supervision of the Assistant Vice President for Residence Life and the Director of the Honors College. This individual is also supervised by the Assumption Hall Resident Director.

Supervision Exercised:
The Honors College Graduate Assistant directly supervises the student desk aides of Assumption Hall. In addition, this individual will supervise the programming efforts of the Assumption Hall resident assistants.

Specific Duties and Responsibilities:
1. Serve as a mentor and role model for the students enrolled in the Honors College Program, primarily those living in Assumption Hall.
2. Act as the liaison between the College of Liberal Arts and the students enrolled in the Honors College program.
3. Plan and implement various programs to further educate and expose Honors College students to experiences outside of the classroom.
4. Coordinate weekly “Extra Perk” program with students, faculty, and staff.
5. Encourage and facilitate collaborative programs with faculty members.
7. Attend and participate in weekly Office of Residence Life staff meetings and Assumption Hall resident assistant staff meetings.
8. Maintain 25 office hours during the normal work week.
9. Assist the Assumption Hall Resident Director in the daily operations of the building.
10. Supervise the Assumption Hall desk staff including hiring and scheduling.
11. Support and represent the Office of Residence Life during Room Selection, Resident Assistant Selection and Training, Student Aide Selection and Training, Staff in-services, Building Openings and Closings, Student Life Division Programs, and additional programs and activities.
12. Other duties as assigned by the Assistant Vice President for Residence Life and Honors College.

Compensation:
Tuition Remission: 18 credits per year based on School of Liberal Arts tuition (including summer sessions)
Room and Board
Stipend