FUNCTIONAL TITLE: Graduate Student Employee for the Academic Resource Center

GENERIC TITLE: Graduate Student Employee

NAME:           DATE: May 1, 2015

DIVISION: Student Development and Campus Life                       DEPARTMENT: Residence Life

REPORTS TO (TITLE): Assistant Director of Residence Life

STATEMENT OF PURPOSE:
Reporting directly to an Assistant Director, the Graduate Student Employee for the Academic Resource Center is a member of the Residence Life team who will supervise the Academic Resource Center facilities as well as 10-15 Residential Tutors and a Tutor Programming Coordinator. The primary functions are to aid students in the educational aspect of their college career and provide afterhours tutoring services in the residence halls.

MAJOR DUTIES AND RESPONSIBILITIES:
A. SUPERVISION:
   1. Supervise a staff comprised of Residential Tutors and a Tutor Programming Coordinator. Work with the Assistant Director to provide academic programming and tutoring support to the campus community.
   2. Meet with staff individually every two weeks and as a group on a weekly basis to set goals, evaluate performance, create schedules, offer training, and provide/receive feedback.
   3. Contribute to and encourage the development of positive working relationships between all staff members.
   4. Become well acquainted with and enforce the rules, policies, regulations, and the use of procedures outlined in the department manual as well as the Resident Student Community Living Guide, the Code of Conduct, and the Residence License and Dining Agreement. This includes the ability to enforce and explain the rules as well.
   5. Refer behavioral problems, crises, and emergencies in accordance with Office of Residence Life Protocol.
   6. Maintain functioning centers and ensure that the spaces are appropriately staffed.
   7. Responsible for student staff scheduling, payroll, and associated budget reports.

B. PROGRAM IMPLEMENTATION AND ACADEMIC SUPPORT
   1. Support the Tutor Programming Coordinator in their academic programming initiatives.
   2. Maintain current knowledge of best-practices in tutoring programs and initiatives and implement accordingly in the Academic Resource Centers.
   3. Partner and collaborate with the Center for Academic Development and Assessment for training, hiring, programming, and other initiatives.
   4. Make yourself accessible to students and staff and make appropriate referrals.
   5. Serve as an academic resource to the Office of Residence Life.
   6. Promote an atmosphere conducive to academic and social development.
   7. Submit a monthly programming and payroll budget report to the Associate Director.
   8. Support and lead the entire staff in maintaining a comfortable atmosphere in which the rights of all individuals are protected. This includes the fostering of respect for individuals’ privacy, security, personal property, and the collective property of the residential communities.
C. ADMINISTRATION
1. Maintain 20 hours per week. This includes office hours, staff meetings, one on ones, programs, and other projects as assigned.
2. Respond to all written and oral communication.
3. Complete an end of the year report in conjunction with the Assistant Director.
4. Attend all required meetings and professional staff trainings.
5. Assist with staff recruitment, selection, and evaluation processes.
6. Develop and implement staff training programs and in-service opportunities.
7. Meet weekly with supervisor.
8. Expected to work both independently, at times without supervision, and in groups with other staff, or personnel from other departments, sometimes under pressure.
9. Maintain professional appearance and demeanor at all times.
10. Perform other duties as assigned.

D. STUDENT DEVELOPMENT & CAMPUS LIFE
1. Attend all Student Development and Campus Life division meetings and contribute to the residence hall experience when applicable.

QUALIFICATIONS:
1. A bachelor’s degree and acceptance and full-time enrollment into one of the following Montclair State University Masters programs are required: Education, Student Affairs Leadership, or Counseling.
2. Expertise and experience in customer service and ability to assist visitors and guests to the University, students, parents, and both student and professional staff members.
3. Be responsible, able to take initiative, flexible, and have the ability to accept and problem solve challenges.
4. Possess thorough experience with and strong working knowledge of various computer programs and systems including all Microsoft applications.
5. Some experience in a student development (services) department is preferred.
6. Experience with supervision, program planning and development, and tutoring is preferred.
7. Ability to work 20 hours per week while the University is in session. Due to the nature of this position, Evening and occasional weekend work is required. Breaks and summer work may be possible.
8. The successful candidate must possess strong interpersonal and communication skills, the ability to work with a diverse student population, and knowledge of student academic needs.
9. Familiarity with residence halls and college/university faculty and experience living/working within the residence halls is preferred.
10. Must be able to maintain a cumulative and current grade point average of 3.0 at all times.

EMPLOYMENT INFORMATION AND COMPENSATION:
1. Appointment to a second year is based upon evaluation, supervisor’s recommendation and successful completion of courses in an academic program.
2. Employment begins in August and extends through the end of finals in May annually (subject to renewal of position).
3. Pay based upon 20 hours per week at the rate of $16.00 per hour for their first year and $18.00 an hour for subsequent years, if reappointed.
4. The Graduate Student Employee for the Academic Resource Center will be off from closing in December until the start of professional staff training in January.
5. Graduate Student Employee for the Academic Resource Center will be off during the Spring Break Week in March.

To apply for this position, please email a cover letter and resume to Tara Mellor, Assistant Director for Residence Life, at mellort@mail.montclair.edu. If you have any questions or would like additional information, please feel free to contact Ms. Mellor.