

Graduate Assistant for Residential Operations
Graduate Assistantship

RESPONSIBILITIES

Under the supervision of the Assistant Director of Residential Operations, the Graduate Assistant for Residential Operations (GA) will primarily work with coordinating the management and supervision of one or more assigned area(s) of residential operations. These areas include: front desk operations, special projects, and facilities. The GA will assist in the on-call duty rotation, other departmental duties, and annual programs which may include, but is not limited to, training, recruitment & selection, and other departmental initiatives and committees.

QUALIFICATIONS

A bachelor's degree is required. Prior experience in programming for undergraduate students and at least one year of residence hall living experience is required. All Graduate Assistants must be full-time, degree-admitted graduate students at Eastern Michigan University in the Higher Education Student Affairs program or related program. Strong undergraduate academic record and excellent interpersonal skills are required. Must have a GPA of 2.75 or higher to apply.

STIPEND & BENEFITS

Stipend includes a tuition waiver for nine credit hours for both the fall and winter semesters, and a \$7,524 academic year stipend. A furnished apartment or suite, meal plan during term of employment, residential parking pass, cable, and local telephone service are also provided. Summer employment & housing may also be available.

INSTITUTION

Eastern Michigan University houses over 3500 students in 11 residence halls and has 550 apartments in four complexes. The University enrolls approximately 24,000 students, including more than 5,700 graduate students and has five colleges, a graduate school with more than 50 graduate programs, a Division of Continuing Education, and is the fourth-largest university in Michigan. Eastern Michigan University is conveniently located approximately 10 minutes east of Ann Arbor, 45 minutes west of Detroit, 20 minutes west of Detroit Metropolitan Airport and 50 minutes north of Toledo, Ohio.

APPLICATION INFORMATION

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