WASHINGTON UNIVERSITY IN ST. LOUIS
RESIDENTIAL LIFE
Graduate Fellow Job Description
Position Focus: Apartments North

OVERVIEW
The Graduate Fellow is a graduate student who works in close collaboration with and is supervised by the Residential Community Director (RCD) in the Apartments North community to support the Residential Community through program development and implementation, and the Office of Residential Life through work with different focus areas.

JOB RESPONSIBILITIES
The Graduate Fellow will work approximately 15 hours a week, which will include day, night and weekend hours. (Please note that this will fluctuate throughout the year.)

Duties that Graduate Fellows may fulfill include, but are not limited to:

**SUPPORTING THE APARTMENTS NORTH COMMUNITY AND RA STAFF**
- Attending all RA Trainings, including August, Winter Training and academic year trainings
- Attending all RA staff meetings
  - Work in conjunction with RCD to lead staff development activities
  - Work in conjunction with RCD to lead occasional staff meetings or co-lead staff meetings
  - Attending/supporting residential community programming, including use of a university procurement card for purchasing on behalf of the residential community
- Working with the RCD to develop a plan for co-supervising the Resident Assistants in specific focus areas, including 1-1 meetings
- Planning academic focused programming and events in the community
- Supporting the Northside Association (NSA) events

**NEIGHBORHOOD C.A.R.E. (CONNECT ADVOCATE RESPECT ENGAGE) ASSISTANCE**
- Assisting with Neighborhood C.A.R.E. initiatives including off-campus orientation, block parties, community events, and community service opportunities
- Attending Neighborhood C.A.R.E. meetings as directed by the RCD
- Working with RCD to liaise and build community between Washington University in Saint Louis and the surrounding communities (Skinker-DeBaliviere, Parkview Gardens, Ames Place, Rosedale Heights, etc.)

**GENERAL DEPARTMENTAL SUPPORT**
- Supporting larger Residential Life committee work and projects
- Weekly 1 on 1s with supervisor; attending weekly Monday night staff meetings and bimonthly graduate fellow meetings

**QUALIFICATIONS**
- Must be a full-time graduate student through the end of the 2019-2020 academic year
- Previous experience in Residential Life or Student Affairs is preferred
- Respect for and commitment to student development and student initiatives
- Valid Driver’s License and willingness to transport students through operating a departmental vehicle
- A commitment to and desire to learn about racial and social justice
COMPENSATION
The Graduate Fellow will receive $10.50/hr. averaging 15 hours a week for 44 weeks paid over a 10 month period (August – May), in addition to a $600 meal plan ($300 per semester). Housing is not included for the Graduate Fellow.

TERMS OF EMPLOYMENT
- Grad Fellows should be prepared to return for Grad Fellow Training August 5, 2019 – August 25, 2019 (including weekend and evening hours).
- Grad Fellows in this position should be available Monday evenings from 7-11pm for RA staff meetings.
- Grad Fellows are expected to have all of these days available in their schedules and to participate fully in the programs that take place then.
- Grad Fellows are expected to be available for winter training approximately January 10, 2020 – January 13, 2020.
- Grad Fellows are expected to be available to assist in closing of communities December 18, 2019 and after commencement in May.
- GFs are expected to participate fully in the programs that take place then. Outside of academics, the Graduate Fellow position should be a priority.

APPLICATION PROCESS
If you are interested in being considered for the Graduate Fellow position, please refer to http://reslife.wustl.edu/ → More → Work With Us → Graduate Fellows

Application materials will be received on a rolling basis. Priority will be given to those who apply before by April 5, 2019 at midnight. Interviews will take place from April 10th-19th via phone, and applicants will be notified by May 3rd. Please contact Kayla Kromer at kaylakromer@wustl.edu if you have questions about the position.