WASHINGTON UNIVERSITY IN ST. LOUIS  
RESIDENTIAL LIFE  
Graduate Fellow Job Description  
Position Focus: Student Leadership

OVERVIEW
The Graduate Fellow is a graduate student who works in close collaboration with and report to the Coordinator for Residential Leadership to enhance the opportunities for learning and growth for students living in Residential Housing. The Graduate Fellow works with Congress of the South 40 (CS40), the primary advocacy and programming body for South Forty, which is primarily comprised of first- and second-year students. Additionally, the Graduate Fellow will work with the Luminescence chapter of NRHH, Washington University’s National Residence Hall Honorary (NRHH). In this role, the Graduate Fellow for Student Leadership will:

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

SPECIFIC RESPONSIBILITIES
- Participate in Graduate Fellow training and all Graduate Fellow Professional Development sessions
- Develop and facilitate Student Leadership trainings, including August Training and Spring Training in January
- Collaborate with others in the department to further the work and mission of CS40 and NRHH including maintaining close contact with the Residential College Directors/Assistant Residential College Director and Graduate Fellows who Advise CS40 College Councils
- Co- with the other CS40 Graduate Fellow and Coordinator
  - Plan CS40 orientation events with the Advisor, Executive Board, and summer intern(s)
  - Develop CS40 monthly leadership development opportunities for CS40 Officer Board
  - Attend bi-weekly CS40 Assembly and bi-weekly Officer Board meetings (Tuesdays at 9:00pm)
  - Attend exec meeting on a weekly basis
  - Meet bi-weekly with CS40 Officers in 1-on-1 capacity
  - Facilitate the evaluation of CS40 Officers
  - Attend all major CS40 Events (listed below) and participate in an event coverage rotation for additional programming throughout the year
  - Be available and ready to answer questions and handle issues as they arise for CS40 officers
  - Make purchases utilizing a University procurement card. Work closely with the CS40 Business Manager to process financial paperwork
  - Hold regular office hours on campus for students to utilize as needed.
- Attend national and regional student Leadership Conferences with a delegation of student leadership. This may include MACURH, Regional Business Conference, and NACURH.
- Support Luminescence, the Washington University Chapter of NRHH, through weekly meetings with the president, attending weekly group meetings and advocating for the students’ needs
- Write 1 “Of the Month” (OTM) nomination per month.
- Report to the Coordinator for Residential Leadership, meeting with them for at least 1 hour each week
- Attend Student Leadership Initiatives weekly team meeting
- Other duties as assigned

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
Professionalism and 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)
- During the school year, Graduate Fellows work approximately 15 hours per week. Tuesday evenings (7-11 pm) should be held for Officer Board meetings and trainings.
- 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.
- 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/ →Resources →Employment Opportunities.

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.