Duquesne University
Office of Residence Life
Central Office Graduate Assistant Position Description

**General Statement of Duties:**
Graduate Assistants in the Office of Residence Life are considered members or 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 ORL Graduate Assistant works under the direct supervision of the Director of Residence Life.

**Supervision Exercised:**
The ORL Graduate Assistant assists in the supervision of the Office of Residence Life student aides.

**Specific Duties and Responsibilities:**

1. Assist Office of Residence Life Staff with the daily activities and operation of the Main Residence Life Office.
2. Organization of Office Hours and Class Schedules for the Resident Directors and Graduate Assistants.
4. Facilitate In-Service Scheduling.
5. Monitor In-Service Attendance (and alternative projects for those who fail to attend).
7. Create Banners for Events (Study Break, all advertising for Deck the Halls, Founders Week.)
8. Coordinate Deck the Halls Decorations for ORL Main Office.
10. Coordinate Residence Life service projects including but not limited to Blood Drives and Operation Rice Bowl.
11. Execute Meeting Minutes for Staff Meetings when appropriate.
12. Facilitate Weekend Programs on rotating basis.
13. Hold 30 hours of office work during week (including weekends).
14. Support and represent the Office of Residence Life during Room Selection, Resident Assistant Selection & Training, Student Aide Selection & Training, Staff In-services, Move-in/out, Student Life Division Programs and additional programs and activities.
15. Other assigned duties.
Compensation:
Tuition Remission: 18 credits per year based on School of Liberal Arts tuition (including summer sessions)

Room and Board

Stipend