

**Residence Education and Housing Services**  
**Graduate Assistant for Recruitment, Selection and Training**  
**Job Description**

**Basic Function:**

This position's primary responsibility is to support and assist the Assistant Director for Staff Recruitment, Selection, and Training regarding all functions of recruitment, selection, training, and staff discipline within Residence Education and Housing Services (REHS). Depending on the needs/priorities of the department, other duties may also be assigned.

This is a half-time graduate assistantship position which requires approximately 20 hours per week. This is a 9-month position, with optional summer employment. Summer employment is based upon available funding and positive performance during the academic year. Residence Education and Housing Services team members are committed to the following principles: 1) student learning, engagement, and development through the neighborhood model, 2) intercultural learning and inclusion; 3) restorative justice principles, and 4) sustainable practices. They understand and appreciate the fact that they are the primary custodians of the Residence Education and Housing Services brand and work in a culture of accountability to ensure that the brand is strengthened through daily actions.

**Responsibilities:**

- **Staff Selection**
  - Assist in the recruitment & selection of undergraduate, graduate and professional candidates
  - Assist with the coordination of the Resident Assistant Transfer Fair, RA Selection Weekend, Spartan Preview Days, and Graduate Interview Days, and placement meetings
  - Assist in the recruitment of staff at conferences as needed
  - Assist in the revision of staff selection training materials for undergraduate, graduate, and professional staff processes
  - Assist support staff in communication, coordination, and logistics for all selection processes
  - Assist in the recruitment of staff using multiple methods including but not limited to on-line, various forms of social-media, and trade publications
  
- **Staff Training**
  - Assist undergraduate, graduate and professional staff training committees
  - Conduct a needs assessment for graduate and full-time staff regarding professional development/continuing training throughout the academic year
  - Assist in the creation of alternative training methods (i.e. pod casts, learning, etc.) that will facilitate on-going learning for hired employees
  - Assist appropriate staff in the development of evaluative tools to assess training and professional development sessions.
  - Assist staff in data analysis of collected information, and in reporting findings
  - Serve as a resource for graduate and full-time staff members in facilitating training
  - Assist in the creation, maintenance, and assessment of staff manuals
  - Attend and participate in REHS trainings, meetings, and committees

### **Staff Discipline**

- Assist in the tracking and reporting of staff discipline issues
- Collaborate with the Recruitment, Selection, and Training Coordinator to update discipline policies and procedures
- Assist in the development of training modules regarding staff discipline processes
- Assist in creating and updating letter templates
- Update D2L access and documents according to staffing changes

### **Conditions of Employment:**

- A resume and cover letter are required as part of the application process.
- Appointment is contingent upon a completed BA/BS and acceptance into a degree-granting graduate program at Michigan State University.
- Preference will be given to candidates with strong organizational, administrative, leadership, and training skills.
- Must enroll for a minimum of six credits and may carry a maximum of twelve credits per semester (fall and spring).
- A minimum 3.0 grade point average must be maintained during the period of employment.
- Responsible for fees and tuition associated with their graduate program, beyond the nine credit tuition waiver.

### **Supervision Received**

The Graduate Assistant for Human Resources reports to and is supervised by the Assistant Director for Staff Recruitment, Selection, and Training. Contact is expected on a regular and frequent basis, including weekly one-on-one meetings. Written reports may be expected concerning specific situations. Decisions involving delegated areas should be communicated to the Assistant Director for Staff Recruitment, Selection, and Training (or designee), and are often made in consultation with him or her.

### **Physical Effort**

Mildly disagreeable working conditions involve working in an environment with limited privacy and potential for a low level of excessive noise. The Graduate Assistant for Human Resources may be expected to work evening and weekend hours on a limited basis.

### **Remuneration:**

- Nine-month stipend, paid bi-weekly
- Matriculation fee waiver
- Single-person health insurance paid for by the University
- Financial support for conference attendance, departmental involvement opportunities and training may also be available upon request.
- Qualification for in-state tuition rates

**NOTE: Please check with your Graduate Program to see if there is an additional fee added in to the MSU base tuition rate. These additional fees are not included in the Graduate Assistantship tuition waiver.**

For more information about fees, please see this

website: [http://www.ctrl.msu.edu/COSTudentAccounts/Tuition\\_Fees\\_MainMenu.aspx](http://www.ctrl.msu.edu/COSTudentAccounts/Tuition_Fees_MainMenu.aspx)