



**New Jersey Institute of Technology  
Department of Residence Life  
FALL 2018 POSITION DESCRIPTION**

***Residence Life Staff Training and In-service Development Graduate Assistantship***

**DESCRIPTION:**

The individual serving in this position assists NJIT Residence Life by providing direct support towards Resident Assistant training and monthly in-service meetings. This placement opportunity is designed for a 3-6 hours per week commitment during the fall 2018 with direct supervision from Area/Residence Coordinators of Residence Life. At times, the work will require night and weekend work. The position may be extended into spring 2019.

**DUTIES AND RESPONSIBILITIES**

**Resident Assistant Training**

- Assist with the development, implementation, and evaluation of student staff training for summer 2018.
- Assist in the development of individual training session learning outcomes, goals, and objectives, for each component of the training program; recruiting facilitators, developing agenda, activities, and assessments.
- Assist with the development, implementation, and evaluation of monthly department in-services.

**Administration:**

- Attend weekly meetings with Area/Residence Coordinator(s).
- Attend relevant committee meetings.
- All required reporting obligations as outlined by the applicant's graduate program.

**Other Duties:**

- Assist in the development of relevant publications, recruitment materials and branding efforts.
- Serve as a positive role model for staff and students; including projecting a positive attitude toward the position, department, and institution.

**Remuneration:**

- \$350 semester meal plan (FLEX POINTS) for on-campus dining.
- On-campus parking during the appointment period.