

Whittier College is an independent, four-year Liberal Arts College distinguished by its small size (1600 undergraduates) and a nationally-recognized liberal arts program. Whittier College has a history of strong and innovative interdisciplinary programs and a diverse student body. The College is ideally situated in the scenic hills eighteen miles east of downtown Los Angeles.

Program Coordinator/Graduate Assistant

The Office of Housing and Residential Life at Whittier College seeks a Program Coordinator/Graduate Assistant. The Graduate Assistant (GA) is a live in, full-time (12 month) professional Student Life member reporting to the Associate Director for Housing and Residence Life. The GA assists students in creating a respectful, safe, and comfortable living environment conducive to enhancing personal and academic growth. The position is responsible for assisting the Associate Director in all aspects of the Whittier College Residence Life program. The GA will be an integral team member who is energetic, flexible and appreciates the value of program assessment and evaluation.

Hours: 20 hours per week

Exempt Status: Non-Exempt

Full Time/Part Time status: Part time-Single year

Salary Range: Housing plus \$3,000 stipend paid over 2 semesters

Reports to: Associate Director

Location/Department: Whittier College (Main Campus)/Housing and Residential Life

Responsibilities:

Community Development

- Understanding of the philosophy of student development and applicable theories to practical and everyday residence hall experiences.
- Be available to interact with students and staff on a daily basis.
- Assist staff and students' programming for floors, buildings and residential areas.
- Serve as role model and maintain a standard of professional conduct with students.

Supervision

- Assist Associate Director in supervising 2-5 student work study students
- Assist Associate Director and Assistant Director/Area Director in conducting weekly CA staff meetings.
- Assist Associate Director in meeting with student staff individually to provide support and direction.
- Assist in the recruiting, selecting, and training of student/professional staff.
- Assist in the planning and implementation of CA training.
- Assist in the planning and implementing of in-service trainings and provide development activities to promote positive job performance within the student staff roles.
- Assist the Associate Director in the evaluation of staff regularly and hold staff accountable to job expectations.

Counseling/Advising

- Be sensitive and responsive to students' emotional, personal, behavioral and academic needs; advising and making appropriate referrals.
- Assist Associate Director in attending to the health and safety of residents in medical, psychological, and other crises/emergency situations. Being aware of and assisting the Associate Director in responding to the effects such crises have on the community.
- Be knowledgeable of the various campus resources such as: Health Center, Campus Safety, Student Counseling Center, Center for Career and Professional Development (CCPD), Leadership Experience

and Programs (LEAP), Disability Student Services (DSS), and the Center for Advising and Academic Success.

- Be accessible and approachable to students.

Administration

- Assist in the planning and implementation of opening, every day functions, and closing of the residence halls.
- Manage, consult on, and respond to general Housing & Residential Life inquiries (electronic, phone, mailings, etc.).
- Coordinate with campus partners and/or 3rd party vendors as assigned.
- Assist in the planning and implantation of Fall and Spring Orientation as well as Admissions events.
- Process maintenance work orders, CA Duty Logs, and any other college forms/databases as needed.
- Communicate as needed with partnering offices/campus officials such as Campus Safety, Facilities, LEAP, OEI and Dean of Students.
- Attend regular Housing & Residential Life Staff meetings.
- Serve on assigned committees.
- Chair/coordinate department/campus committees and/or events when needed.
- Attend Divisional meetings as requested.
- Meet weekly with supervisor and regularly keep apprised of any necessary updates/information.
- Maintain at least 20 office hours in residential spaces as assigned.
- Other duties as assigned.

Policy Enforcement/Crisis Management

- Communicate, interpret, and enforce College and residence hall policies, and procedures. Encourage behavior consistent with the Whittier College Code of Conduct and hold students accountable for their actions.
- Recommend changes in policies and procedures.
- Update or create policies/procedures as requested.
- Follow up with students as part of the Poet Early Alert Program (PEAP) as directed by supervisor.
- Serve as a member of the residence life on-call rotation.

Position Specifications and Requirements:

Previous Experience: One to three years of post-bachelor's experience in a residential life program or relevant experience and a commitment to the ideals of liberal arts education. Evidence of ability to inspire students to achieve much academically and as potential leaders.

Knowledge and Education: Bachelor's Degree in Student Personnel, Higher Education Administration or related field preferred. Demonstrate a deep understanding of diversity and social justice principles, a personal demeanor that inspires collaboration within the division of Student Affairs and throughout the campus and community, and a penchant for continuous learning and improvement. Currently enrolled in a Higher Education focused Graduate program preferred.

Application Deadline: **Until Filled**

The position is based in Whittier, California. To be considered for this position, please submit your cover letter and resume to: whittierjobs@whittier.edu or mail to Whittier College, Attn: Human Resources Manager, 13406 E Philadelphia Street Whittier, CA 90608. AA/AOE.

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