Position Description

Title: Graduate Student Worker

Home Department: Residential Colleges

Position Summary:
The graduate student worker is part of the Residential Colleges staff at Vanderbilt University. The graduate student worker collaborates with faculty leaders and professional staff to develop and implement critical programs within Vanderbilt’s residential college system, including new student orientation, academic seminars, student leadership organizations, and large-scale community events, among others. The graduate student worker has ample opportunity to advise undergraduate students, and will gain practical experience in public speaking, organizational skills, project management, event planning, and programming database management. This position carries the working title of graduate assistant.

Time Commitment:
The position will begin in August 2022 and last for nine months. Continuation of the assistantship will depend upon satisfactory performance of your assigned duties and progress toward your degree. You may work up to 29.5 hours per week excluding university breaks. This will include some evening and weekend hours.

About the Work Unit:
The residential college system at Vanderbilt University is a key pillar of the Academic Strategic Plan and has been designed to complement the academic program of the University with the goal of enhancing the development of the whole student. In this strategic model, students interact with faculty outside the classroom and share in meaningful programs that encourage intellectual development, community building, personal well-being, self-discovery, and cultural awareness. Vanderbilt University began the residential college system with the opening of The Martha Rivers Ingram Commons in fall 2008. The Ingram Commons houses all 1,600 first-year students in ten residential colleges, known as houses. In 2014, the opening of Warren and Moore Colleges extended residential college opportunities to upper-division students. In 2018, E. Bronson Ingram College became the third upper-division residential college, and in 2020, Nicholas S. Zeppos College became the fourth. Each upper-division residential college houses approximately 335 students and is led by a faculty head of college. Vanderbilt University is deeply committed to expanding the residential college system to serve all undergraduate students. The newest residential college, Rothschild College, is scheduled to open in fall 2022.

Key Functions and Expected Performance:
• Assist in advising the actions and development of several student organizations, including but not limited to the house councils, the college councils, VUcept, and iLEAD;
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- Work with residential faculty and staff to develop and implement department-, house-, or college-specific events, focusing on the residential college system learning outcomes of intellect, community, personal well-being, self-discovery, and cultural awareness;
- Assist the residential faculty and council members with shopping for program supplies;
- Assist professional staff in the development and facilitation of residential colleges-wide programs, including International Student Orientation, CommonVU Orientation, Vanderbilt Visions, Fall for the Arts, the Commons Ball, Friendsgiving, end-of-year celebrations, and the residential colleges lecture series;
- Promote residential colleges programs through the creation of content for print and social media;
- Research and benchmark current trends in higher education, including but not limited to residential colleges, new student orientation, extended orientation, the first-year experience, and experiential learning;
- Demonstrate a willingness to support colleagues across the university in order to encourage the implementation or fulfillment of university goals and strategic priorities;
- Other duties as assigned.

**Supervisory Relationships:**
This position reports administratively and functionally to the operations manager for Residential Colleges.

**Education and Certifications:**
- Full-time enrollment in graduate degree program at Vanderbilt University is required.
- Enrollment in the M.Ed. Higher Administration Education program in the Department of Leadership, Policy, and Organizations at Peabody College is strongly preferred.

**Experience and Skills:**
- Experience with programming, event planning or program management is necessary.
- Ability to work Move-In weekend, all new student orientation events, and major opening events is necessary.
- High level of attention to detail is necessary.
- Experience working with faculty and/or with a residential college system is preferred.

**Compensation:**
The graduate student worker will receive $15/hour for up to 29.5 hours per week.

NOTE: It is required that you apply for financial aid and request that any available work-study funding be used towards these positions.

Job responsibilities listed herein are intended to be a thorough representation of the duties, responsibilities, expectations, and qualifications for this specific role at the time of hire but should not be considered all-encompassing as actual responsibilities may evolve to include additional duties as assigned based on organizational and operational needs.