General Statement of Duties:
This position will assist with all duties related to upperclass student apartment housing and career programming at Alma College. This includes, but is not limited to, mentoring apartment residents, managing day-to-day apartment management operations, and partnering with Career Services to support their programming.

Responsibilities:

Apartment Living (10 hours per week)
- Mentor Upperclass students living in the Wright Hall and Wright Avenue Apartments (about 120 residents).
- Provide developmentally appropriate programming for apartment residents that supports Alma College’s and the Student Affairs sector’s mission and goals.
- Oversee administrative and building management responsibilities.
- Serve in professional staff on-call rotation.
- Communicate and collaborate with Alma College faculty, staff, and students to help better meet the needs of students.
- Assist in the management of hall opening and closing at the beginning and end of each semester.
- Assist in the Office of Residence Life operations. Must adhere to a compatible work schedule established and agreed upon by the Assistant Director for Upperclass Experience.
- Participate as a member of sector and/or departmental teams or committees as requested or as mutually agreeable.
- Serve as a role model for all students and staff in personal and professional behaviors.
- Provide personal, social, academic, and occupational support that enhances student persistence.
- Other duties as assigned.

Career Services (10 hours per week)
- Partner Career Services to support programming and education efforts.
- Review student resumes and cover letters and provide appropriate feedback through the Handshake system.
- Assist with career event planning, including annual Career Week.
- Present career topics in residential and other campus settings.
- Other duties as assigned.
Minimum Qualifications:
• Earned Bachelor’s degree.
• Admission to Central Michigan University’s College of Graduate Studies and Master’s of Higher Education Administration (MAHE) program.
• Demonstrated positive interpersonal skills.
• Demonstrated ability to communicate effectively and project a positive image.
• Valid driver’s license.
• Ability to balance several projects and meet deadlines.
• All assistantships require some scheduled night and weekend obligations. These obligations can be associated with major office events, including, but not limited to: Admissions events, Orientation, etc.

Preferred Qualifications:
• Previous Residence Life experience
• Previous Career Services experience

Compensation:
• Tuition remission of up to eighteen (20) hours of graduate study per academic year (fall, spring & summer terms).
• Annual stipend (last year’s stipend amount was $10,800) paid biweekly during the fall and spring academic terms.
• Campus housing provided on the Alma College campus.
• Alma Meal plan provided.
• Professional development opportunities.

Additional Information:
For more information about this position at Alma College, please contact Dr. Karl Rishe, Vice President for Student Affairs (rishekk@alma.edu; 989.463.7151).
For more information about the application process or Graduate Assistant Learning Community at Central Michigan University, please contact the Associate Director of the Sarah R. Opperman Leadership Institute, Jesi Ekonen, parke4jl@cmich.edu.

Alma College is an Equal Opportunity Employer and is committed to recruiting and retaining a diverse faculty, staff and student body.

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