Conference Graduate Assistant
2021-2022

POSITION SUMMARY
The Conference Graduate Assistant (CGA) is a graduate student staff position within Auburn University Housing (AUH). This is a live-out position (on-campus housing is not provided). The primary responsibility of the CGA is to assist with all summer camp operations and lead a variety of projects throughout the academic year. The CGA works 20 hours a week including evenings and weekends. This is a 12-month position with start/end dates in May or July. The CGA reports directly to the Assistant Director of Housing Operations or designee.

POSITION EXPECTATIONS
The percentage of time devoted to each area may vary from time to time. Duties and assignments are subject to change.

Administrative & Operational Expectations
1. Utilize conference applications within StarRez to coordinate bookings and assignments.
2. Safety and security responsibilities to include but not limited to assisting with access.
3. Assist in campus-wide and area-specific projects as assigned.
4. Contribute to the organization of a yearly updated camps and conferences manual.

Selection, Training, and Development
5. Conduct regular one-on-one meetings with GAs.
6. Assist professional staff with the recruitment and selection process of CA applicants.
7. Assist with staff scheduling.
8. Under the direction of the Assistant Director of Housing Operations, assist with CA staff training, evaluation, and assessment.

Pre-Professional and Career Development
9. Serve as a member of department committees and task forces.
10. Collaborate with campus partners regarding campus-wide meetings and programs.
11. Assist with preparation of meeting materials and presentations.
12. Participate in departmental professional development activities.

COMPENSATION AND BENEFITS
The Conference Graduate Assistant is paid $15,860 annually for 20 hours per week if they are a first-year master’s student. If they are a second-year master’s student, they will be paid $16,120 annually for 20 hours per week. The Graduate School administers a “graduate tuition fellowship” for graduate assistants who meet certain assistantship requirements (the CGA position currently meets these requirements). Currently, the fellowship covers both in-state and out-of-state tuition. Please see the Graduate School website for more information about this program: Guidelines for Graduate Tuition Fellowships. Appointments are for one year only.
REQUIREMENTS AND QUALIFICATIONS

Required Qualifications
1. Must be able to work some evenings and weekends.
2. Must be able to work effectively with diverse university students.
3. Demonstrate strong organizational skills and excellent written and oral communication skills.
4. The CGA must have prior approval from a supervisor if/when internships or practicums are scheduled as part of the academic program.
5. The CGA must submit and pass a background check.
6. Preference will be given to candidates who have residence hall leadership experience and/or who are pursuing a graduate degree in higher education, counseling, psychology, or education.
7. The CGA is not permitted to be employed elsewhere on or off-campus.

Educational Requirements
The CGA must hold a bachelor’s degree and be enrolled as a full-time graduate student at Auburn University (Auburn, AL) at the time of employment. The CGA does not have to be enrolled in academic classes in order to work during the summer semester.

HOW TO APPLY
All applicants should go through Placement for Graduate Assistants (PGA). Preference will be given to students accepted in a graduate program at Auburn; however, a job offer may be made contingent on an applicant’s acceptance to Auburn. If you have any questions, please email Area Coordinator Emily Scarpa at ees0021@auburn.edu.

Revised 1/28/2021