

**Position Title:** Graduate Apprentice for Residence Life
**Department:** [Residence Life](https://www.elon.edu/u/residence-life/)

**Key Responsibilities:** Assists the Community Director in leading and administering a residential neighborhood of approximately 750 first- and second-year students; directly supervise 4 to 10 resident assistants; have regular student contact providing peer counseling; adjudicate student conduct cases The apprentice also implements neighborhood programs and initiatives connected to community, social, and intellectual development.

**Career Options:** Primary: Residence Life; Other: Student Conduct, Facility Management, Student Leadership

**Full Position Description**

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**Position Title:** Graduate Apprentice for Residence Life

**Department:** Residence Life

**Supervisor:** Community Director for Residence Life

**Office Location:** Neighborhood Office

**Residence Life**

Elon University Residence Life supports students’ holistic development by integrating academic, social and residential experiences, developing dynamic, inclusive, and intellectual living communities, and encouraging students’ growth as active global citizens. Elon is working toward a goal of having 80 percent of undergraduates living on campus. A strong residential experience connects students to Elon’s vibrant academic and student life programs and contributes to a more intellectual campus climate.

**Position Description**

The Department of Residence Life houses approximately 4,000 students within 8 residential neighborhoods. Each neighborhood offers a unique experience, with a cluster of residences and common spaces that form intimate communities of students connected by a common set of themes and shared interactions. The Graduate Apprentice is expected to significantly contribute to Elon’s Living and Learning Experience through intentional and purposeful interactions with students, faculty, and campus partners. This position is designed to provide exceptional, hands-on experiences that will prepare graduates to be effective, competent, and dynamic leaders in their field. The Graduate Apprentice for Residence Life works directly with the Community Director of the residential neighborhood to supervise student staff, plan neighborhood programs, and develop community within the neighborhood.

Please note that some evening/weekend hours, as well as work-related travel, will be required periodically through each semester. This includes but is not limited to: Wednesday night staff meetings, assistance with residence hall closings during Thanksgiving, winter break, “fake break”, and end-of-year closing.

Professional development opportunities are provided through campus programs, a paid membership in a national professional organization and attendance at regional/national conferences, e.g., North Carolina Housing Officers (NCHO), Southeastern Association of Housing Officers (SEAHO) and/or ACPA or NASPA.

The apprentice will be provided with a workspace in the neighborhood, office phone, and computer.

**Primary Duties**

* Assist the Community Director in providing leadership for a residential neighborhood of approximately 750 first- and second-year students while applying theory and research from student learning and development to create a community that helps students learn.
* Supervise 4-10 Resident Assistants and assist with recruitment, training, leadership, and team development to create a strong team of student leaders.
* Assist with neighborhood initiatives at the direction of the Community Director, including faculty initiatives, academic linkages, living learning and theme communities, and community development programs.
* Assist with the administrative tasks necessary for the opening/closing of the residential facilities and covering of break periods. These tasks include residential facility health and safety initiatives, fire evacuation drills, room inspections, and key audits.
* Meet weekly with supervisor for guidance on work and reflection on learning.
* Attend weekly residence life professional staff meetings, weekly Resident Assistant staff meetings, monthly departmental meetings, monthly Resident Assistants continued training, and neighborhood meetings.
* Meet with supervisor at the start of the year to develop a professional development plan connecting apprenticeship to courses and career goals. The apprentice will also complete a written reflection at the end of each year.

**Additional Responsibilities Required**

* Adjudicate student conduct hearing cases applying an understanding of student conduct policies.
* Co-advise the Student Neighborhood Association
* Create strong partnerships within the Student Life division and University departments on-campus, including faculty, campus police and security, dining services, academic support services, physical plant, and administrative offices.
* Support implementation of institutional priorities, Student Life divisional priorities, and Residence Life departmental priorities.
* Use theories learned in the higher education program to enhance the residential experience of students. Examples include analyzing the laws, values, philosophy, management, assessment practices, and history of higher education.
* Participate in Student Life Emergency Response System as Administrator on Call
* Participate in workgroups/committees as assigned.
* Interact with students through various ways including through living on campus in provided apartment and dining in campus dining locations with provided meal plan.
* Provide information to be included in end of semester performance evaluation.
* Create an inclusive environment and commit to the ideals of diversity, equity, and inclusion work.

**Professional Development and Professional Network Opportunities**

The Graduate Apprentice significantly contributes to Elon’s Living and Learning initiative through intentional and purposeful interactions with students, faculty, and campus partners. They will partner with Faculty members in the role of Living Learning Community Advisors as well as the LLC Resident Assistants to create and host programs with both social connection and academic advancement themes. The GAs will be trained and serve in the capacity of Conduct Hearing Officers through working with professional staff colleagues in the Office of Student Conduct. They will also be trained as Student Care and Outreach responders in collaboration with the Dean of Students and Student Care and Outreach offices. These are a few of the main exposures to functional areas outside of Residence Life that our GA positions offer.

Residence Life also incorporates a robust professional development component to the GA experience. The position is designed to provide exceptional, hands-on experiences that will prepare graduates to be effective, competent, and dynamic leaders in the field. The GA works directly with the Community Director of the Residential Neighborhood to supervise student staff, plan neighborhood programs, and develop community within the neighborhood – learning the day to day operations as well as the importance of strategic planning. Each GA will also participate in monthly Professional Development presentations/discussions the department hosts that center on an annual theme (this past year our theme was anti-racist work and will have the opportunity to plan, facilitate/lead one of these activities each academic year.

The Graduate Apprentice is provided with $750 in professional development funding during their first year in the apprenticeship as well as membership in one professional association during years one and two.