



JOB DESCRIPTION: Student Life Graduate Assistant

Maine College of Art (MECA), an accredited art and design college of approximately 450 undergraduate and graduate students, seeks applications for the position of Student Life Graduate Assistant (GA). The Student Life GA is a 15-20 hours/week, 9-month, live-in position. The GA will assist in the facilitation of a safe, healthy, respectful living and learning community through planning and implementing residential and campus-wide programming with a focus on health and wellness. In addition, the GA will have shared on-call responsibilities and will help respond to student emergencies.

The successful candidate will have experience in one or more of the following areas: residence life, health & wellness, and/or event planning. They will work with Resident Assistants (RAs), Counseling & Wellness staff, and Student life staff to provide programs that promote wellness and harm reduction. In addition, the candidate must understand the diverse demands of students and MECA's commitment to visual artists and must share a philosophical commitment to creating a positive learning environment for each and every student.

Student Life plays an important role in the overall educational mission of the College: to educate artists for life. Student Life provides education, advocacy, and support that promotes individual student growth and development and creates a strong sense of community within the residence halls and on campus. Student Life seeks to create a safe, healthy, and respectful living and learning community in which art and design students actively participate and achieve their academic, artistic, and personal goals.

This position reports to the Director of Student Life and works closely with the Coordinator of Counseling & Wellness.

Job Responsibilities

- Assist in the planning and promotion of programs and events that address health and wellness, including but not limited to sexual assault and harassment prevention, healthy relationships, alcohol and substance abuse prevention, stress/anxiety management, civic engagement, service, and diversity.
- Manage event/project budgets.
- Research feasibility of an exercise room with fitness equipment.
- Serve as a support to transfer, commuter, and international students.
- Share on-call responsibilities and help respond to student crises/emergencies. For example: medical and mental health emergencies, drug or alcohol policy violations, fire alarm crowd control, coordinating response to emergency facilities repairs, lockouts.
- Assist in the enforcement of policies and procedures.

- Report maintenance and safety concerns to the Facilities Department in a timely fashion.
- Assist with resident assistant and orientation leader training August 16-23, 2017.
- Hold regular office hours and attend staff meetings, individual meetings with supervisor and in-services.
- Assist Student Life staff with administrative responsibilities related to residence hall openings/closings, keys, health and safety inspections, and RA selection.

Qualifications

- Be matriculated in a graduate degree program at Maine College of Art or other local accredited school;
- Must have the desire to actively engage with students;
- Have strong organizational and communication skills;
- Be committed to the concepts of team, student development, and diversity;
- Provide evidence of past leadership and/or volunteer experience.

Preferred Qualifications

- Hold a BA, BS, or BFA from an accredited college or university;
- Have past experience in residence life or student life;
- Hold a valid driver's license;
- Have an understanding of the needs of traditionally aged college students;
- Have experience working with people in crisis situations;
- Have knowledge of programming or event planning.

Compensation

- Partially furnished on-campus apartment, including utilities, parking, and Internet;
- 12-Meal plan (while BFA program is in session);
- Stipend of \$500 per BFA semester.

Appointment

This position is a one-year appointment. Reappointment for the following year and summer job opportunities may be possible. The term of employment for this position is August 14, 2017 - May 15, 2018.

To Apply

For priority consideration, please apply by April 17, 2017.

Applicants should submit:

- (1) a letter of application which specifically addresses the position requirements (Maximum: 1 page)
- (2) a current resume
- (3) the names and contact information of three references
- (4) an official transcript for the highest degree earned and evidence of graduate school enrollment (if a finalist for the position)

Electronic applications only, please. Documents should arrive in a single PDF. Place "[Your

Name], Student Life Graduate Assistant Search" in the subject line. Attach document to an email and send to studentlife@meca.edu.

INSTITUTION

Maine College of Art is an independent college of art and design located in the center of the thriving arts district of Portland, Maine. Established in 1882, the College currently enrolls approximately 475 students. In addition, about 1,200 students take classes through MECA's Continuing Studies program annually. MECA's Joanne Waxman Library is an important public resource of art and design-oriented books and periodicals for the region. The Institute of Contemporary Art at MECA is a vibrant site for the exhibition of contemporary art.

MECA is characterized by its intimate learning community, its interdisciplinary nature, and the breadth of its programs. It confers the degrees of Bachelor of Fine Arts, Master of Arts in Teaching, and Master of Fine Arts in Studio Art. The College's BFA program offers eleven majors and five minors. Our goal at MECA is to teach each student how to transform aspirations and values into a creative practice that serves as the foundation for a lifelong pursuit of personal and professional goals.

Maine College of Art is accredited by the New England Association of Schools and Colleges and the National Association of Schools of Art and Design, and is a member of the Association of Independent Colleges of Art and Design.

Maine College of Art does not discriminate on the basis of gender, gender identity, gender expression, sexual orientation, disability, genetic information, HIV status, race, age, religion, national or ethnic origin, or military/veteran status in its educational programs, admissions policies, employment policies, financial aid, or other College administered programs. Candidates from historically underrepresented backgrounds are encouraged to apply.