

**Indiana University of Pennsylvania
Division of Student Affairs & University College
Graduate Assistant for Crimson Scholars Circle 2023-2024**

The Graduate Assistant for Crimson Scholar Circle is a nine month (typically early August–May), live-in, graduate assistantship including training prior to the Immersion Week program in early August.

Supervised by a professional staff member, this position has varied responsibilities in academic and social programming, programmatic support for the Crimson Scholars Program, and the Office of Housing, Residential Living, and Dining. Potential responsibilities include:

Crimson Scholars Circle Responsibilities

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- Role model effective student engagement by regularly meeting and engaging with residential students;
- Create and continuously improve upon a cohesive and inclusive residential community that is highly engaging;
- Be present at and participate in all move in and move out processes and events;
- Oversee the implementation of the room change process, including confirming vacancies and room readiness, communicate with students when they can move into their new space, confirm room change has been completed, and finalized the process in StarRez;
- Implement departmental storage policy, including completing an inventory of belongings left behind, establishing deadlines to retrieve items after the deadlines have passed, and following up with students and staff as needed;
- Document incidents in a timely manner.

Other Duties

- Participate in departmental, divisional, and university committees;
- Participate in professional training sessions and on-going graduate professional development workshops;
- Educate students of university policies through formal and informal interactions, and refer students to the IUP judicial process as appropriate;
- Assist with the preparation of all requested administrative reports, records, and eval(r)-072c -0.0024e2c -0.00

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