Qualifications: Graduate-level employees responsible for providing support, leadership, and general oversight. These administrative functions include: Facility Operations, Restorative Justice, Conduct, Assessment, and Student Leadership.

- Full-time validated graduate student. Must have a 3.0 GPA as a new graduate student and a cumulative 3.0 GPA as a continuing graduate student at the time of selection in the summer.
- Documentation of educational credentials required through submission of official academic transcripts. Degree from accredited institution.
- Letters of Reference must be current and relevant to the qualifications for this position.
  1. One year of relevant residential living experience in a college/university setting.
  2. Must have supervised and administered programs directly to students.

Criteria: The following criteria, which are not the sole criteria used in the final hiring decision, will be used to review the applications of those persons who meet the stated minimum qualifications and to select those qualified applicants who will be interviewed. Other information and observations made during the interview process may be considered in the selection process.

RHSA duties: The primary function of this position is to assist the department in the area of student conduct and to serve as a resource of information to students, parents, staff and other constituents. Performance of tasks relating to position will usually occur during the semester.

- Assist in the maintenance of accurate conduct records and files through established systems.
- Coordinates and facilitate formal and informal adjudication of housing and University conduct violations.
- Provides administrative support for the Department of Residence Life.
- Serves across residence hall on call/duty rotation with an assigned area of the department at the discretion of the Dean of Residence Life.
- Reviewing and assessing student conduct cases that go through the restorative justice process.
- Organizing programs to engage the community including, but is not limited to: scheduling programs, monitoring posting and advertisements, locating meeting spaces, preparing the appropriate paperwork for approval by the Office of Residence Life, and reporting on programs once they are completed.
- Electronically updating violations and monitor deadlines for corrective actions taken by each resident using the established Student Code of Conduct.
- Training of junior staff in facilitating programs and activities.
- Manages roommate conflicts and making recommendations.
- Assist in the development of:
  o In-service training programs for residential learning staff members
  o Restorative justice trainings, programs, and best practices
- Assist in advising Residential Assistants (RA),
  o Oversee Housing Resource Room/Programming Center
  o Supervise student employees in the residence halls - Assist in coordinating budgets for RA and RHSA
  o Serve on assigned departmental committees and taskforces
  o Serve as a student conduct hearing committee Member

Secure application online at www.howard.edu/residencelife
Complete and Submit to:
Office of Residence Life
College Hall South
2205 4th Street, N.W., Lower Level
Washington, D.C.  20059

Applications are due Friday, April 1st, 2016 Before 5pm Close Of Business!!!