

PROGRAMMING ASSISTANT JOB DESCRIPTION

JOB DESCRIPTION: The position is designed to help the Resident Advisor and Residence Director better serve the students by advising a Hall Government. In many cases, the Programming Assistant may be required to work with affinity housing located in a particular hall, apartment, or suite. They also work closely with students to help them gain better insight into the nature and theory of programming. The Programming Assistant is someone with at least two semesters of residence in an Oklahoma State University Residential Life facility. The Programming Assistant is selected on the basis of displaying sensitivity to and interest in people, objectivity, respect for dignity and worth of the individual, open-mindedness on issues, a degree of empathy, the ability to handle autonomy, decision making skills, and strong leadership ability.

The main responsibility for the Programming Assistant is to provide support, encouragement and leadership to his/her community. The PA should be available to his/her Hall Government and empower those students to grow and develop throughout their stay at Oklahoma State University. The PA helps to facilitate a positive living and academic environment. This is accomplished by the following:

- Advising Hall Government and affinity housing
- Setting up, planning, and facilitating weekly meetings consisting of the life skills and activities coordinators. These meeting should include teambuilding activities and on-going training to support students in their programming efforts.
- Advising the Resident Advisors through monthly meetings and other contact regarding ways to meet their academic program requirements, help them advise their floor leaders, and be in communication with them of the status of hall leaders.

While this position does not have specific resident responsibilities (i.e. the Programming Assistant does not have a community) they are expected to get to know the residents of their community as well as know and be able to perform several of the RA position responsibilities including crisis intervention and policy enforcement. Training will be provided and attendance is expected at summer, winter break, and spring training sessions. Break duty coverage is also expected.

The Programming Assistants are also responsible for the following administrative tasks:

- Check-in and check-out of residents
- You will be the primary purchaser for Hall Government
- Documenting policy violations
- Reviewing the physical appearance of a community
- Reporting maintenance and facility concerns
- Duty responsibility (depending on placement)
- Health and Safety Inspections
- Other duties as assigned by the Residence Director

Programming Assistants must be full-time students with a semester and cumulative GPA of 2.5 or higher. Programming Assistants are also required to live in the community for which he/she is responsible.

Remuneration: The Programming Assistant will receive a room and a semesterly meal plan of \$1,150.00 for suites and apartments or \$1,550.00 for community living environments.

*** Room and board plan can affect the amount of federal financial aid provided. If you are a recipient of aid, please work with the Financial Aid office to see how this may affect your aid.***