



# Preston Residential College

## UNIVERSITY OF SOUTH CAROLINA

### Graduate Assistant positions

<b>Hours per Week</b>	20 (during academic terms late July-May)
<b>Type of Pay</b>	Salary
<b>Amount of Wage/Salary</b>	The length of service determines the GA salary: First year GA will receive \$10,300 Second year GA will receive \$10,800
<b>Are there any out-of-pocket expenses for applicants/hires?</b>	Yes Housing costs, option to purchase meal plan
<b>Description of Benefits</b>	<ul style="list-style-type: none"> <li>• 2 dinners per month (Monday through Thursday) in Preston Dining Hall</li> <li>• Discounted on-campus housing (private room and bath) within Preston Residential College (currently about \$800/semester)</li> <li>• \$2,100/semester tuition supplement</li> <li>• Modest professional development funds</li> </ul>
<b>About Preston</b>	Reporting jointly to University Housing and the Office of the Provost, Preston Residential College is a creative and vibrant community open to all undergraduates and to all academic majors on the USC-Columbia campus. With longstanding traditions, innovative programming, student initiatives, faculty mentoring, and a unique dining facility, Preston Residential College fosters a dynamic living and learning environment that promotes intellectual exchange, leadership development, social interaction, and creative expression beyond the traditional confines of the classroom.

Job Descriptions	GA for Leadership	GA for Engagement
	<ol style="list-style-type: none"> <li>1. Co-advise Hall Government with the Preston Area Coordinator</li> <li>2. Advise Green Team (sustainability organization)</li> <li>3. Assist in the planning and execution of leadership retreat(s) for student leaders</li> <li>4. Work with USConnect to coordinate programming around Graduation with Leadership Distinction</li> <li>5. Work with Preston Mentor Program</li> <li>6. Assist Leadership Team with the Preston Scholars Program</li> <li>7. Conduct research on residential colleges across the country</li> <li>8. Serve as an ambassador for the University</li> </ol>	<ol style="list-style-type: none"> <li>1. Advise the Preston Ambassadors</li> <li>2. Advise Y-IMPACT (community service organization)</li> <li>3. Coordinate Preston's presence at University Admissions events</li> <li>4. Assist in the planning and execution of leadership seminar(s) and workshops for student leaders</li> <li>5. Coordinate programming in Preston Dining</li> <li>6. Coordinate programming with and for Preston Associates (faculty and staff)</li> <li>7. Assist Preston Faculty Principal with programming the Lodge</li> <li>8. Facilitate periodic professional development workshops for residents</li> </ol>

- |                                      |   |
|--------------------------------------|---|
| 9. Perform other duties as delegated | 9. Assist Leadership Team with the planning and execution of the Preston Scholars program<br>10. Serve as an ambassador for the University<br>11. Perform other duties as delegated |
|--------------------------------------|---|

**Conditions of Employment**

1. The Preston Graduate Assistant will participate as a member of the Preston Residential College Leadership Team and assist in its overall operations
2. Attend all staff meetings, meet once a week with Assistant Principal and participate in staff development activities
3. Maintain professional role and attitude in relation to students, staff and faculty and all times
4. Participate in periodic evaluations of individual student leaders, programs, committees, and overall organization
5. Attend and participate in assigned trainings and meetings (including but not limited to: University Housing Fall training, Community Education Team meetings, Division meetings, committee meetings)
6. The Graduate Assistant will support, implement, and enforce University Policies and procedures and serve as a role model in abiding by these policies.
7. Failure to perform duties as stated, failure to abide by policies, and misuse of authority of position may lead to immediate dismissal.

**Qualifications**

- The Preston Graduate Assistant will have completed an undergraduate degree and be pursuing an advanced degree, preferably in Higher Education and Student Affairs.
- Demonstrate interpersonal and relationship-building skills and a sincere concern for others, as well as strong organizational and administrative skills.
- Must have strong group facilitation skills, and the ability to advise and meet the needs of student groups and individuals.
- Flexibility and the ability to manage multiple projects and activities, as well as the willingness to learn new skills are imperative.

**Application Instructions**

Apply through Handshake (<https://app.joinhandshake.com/login>) and search Preston Residential College. Include a cover letter and resume

**Contact information**

Sarah Morgan Kelly  
 Assistant Principal  
 1323 Greene Street  
 Columbia, SC 29208  
 803-777-2415  
[morgans@mailbox.sc.edu](mailto:morgans@mailbox.sc.edu)  
<http://www.sc.edu/preston>