

**University of Hawai'i at Mānoa  
Vice President for Administration,  
Student Housing Services  
Graduate Leadership Assistant (GLA)  
Academic Year 2025-2026 Position Appointment Description**

**General Description:**

The Graduate Leadership Assistant (GLA) is approximated to be a half-time (20) hours per week student appointment for graduate - level student position. The Graduate Leadership Assistant (GLA) is a member of Student Housing Services, and will be expected to uphold and promote the mission, vision, and values of this organization. Residential Life is a unit of Student Housing Services at the University of Hawai'i at Mānoa (UHM); and is a multifaceted organization involving both internal and external campus stakeholders, such as students, staff, faculty, and parents. The Graduate Leadership Assistant may have responsibilities, under the supervision of the Coordinator for Leadership and Programming (CLP) and/or an Assistant Director (AD), in the management of Residential Life projects. The Graduate Leadership Assistant plays a critical role in developing inclusive, welcoming communities which foster personal and academic success. Well-qualified applicants will understand the non-traditional work hours associated with a Residential Life position as well as maintaining a well-balanced presence throughout the Student Housing Services department.

**Minimum Qualifications:**

Applicants MUST possess at minimum a Bachelor's degree from an accredited institution of higher education prior to the appointment period. Applicants must be enrolled full-time in a graduate or post-baccalaureate certificate program at UHM by the start of the appointment period.

**General Terms:**

1. Terms of Appointment – Graduate Leadership Assistant must be enrolled at UHM as either a full-time graduate-level student or the required certificate hours if seeking an advance post baccalaureate certificate during the period of appointment. Full-time graduate student status is defined as being enrolled for a minimum of nine (9) credit hours per semester.  
(<http://manoa.hawaii.edu/graduate/>). Any GLA who falls below the full-time credit hours due to graduation, certificate program, or dissertation completion, must submit a letter from an academic advisor to their respective supervisor that outlines coursework, graduation or dissertation intent and timeline.
2. The eleven (11) month appointment for the 2025-2026 academic year begins on **July 1, 2025** and ends on **May 31, 2026**. The hours worked per week may vary

in accordance with peak times in Residential Life, specifically staff training, hall opening, staff selection, and hall closing.

3. GLA who intend to participate in an internship or other student employment, may not work more than 20 hours per week combined. GLA's must get the approval from their supervisor prior to the start of their internship or employment position and may be requested to submit supplemental documents.
4. **The GLA MUST be present during Residential Life Professional Staff Training projected to be (July 1 - July 31, 2025); Student Staff Training and hall/apartment openings (August 1 – August 24, 2025 and January 4–11, 2026); and closing (May 10- 31, 2026). Any exceptions to this time commitment require approval from their supervisor.**
5. During the 2025-2026 academic year, an GLA can expect to work an average of 40 hours per week during the following non-instructional time periods: **July 1 - 31, August 1 - 24; January 2 – 7, 2026 and May 10 – 31, 2026.**
6. GLA may opt in to the University of Hawai'i Part-time and Temporary Medical and Prescription Drug Plans. Enrollment in these plans is voluntary, and GLA must work directly with HMSA or Kaiser Permanente to enroll.
7. This position does not provide fringe benefits such as medical benefits, formal vacation or sick leave.

**Time Commitment:**

The Graduate Leadership Assistant must be willing to commit a significant portion of time to the position. Specific time requirements include but are not limited to non-traditional business hours (outside 9am-5pm), hall/complex opening and closing, evening meetings, hall/complex weekend retreats, and special residence hall/complex/system-wide events that require staff support. In addition, GLA may be directed to work during holidays, and other times deemed necessary by Student Housing Services. It is essential for GLA to maintain visibility within Student Housing Services.

Leave - GLA are subject to the Student Housing Services Residential Life calendar and guidelines for Leave. Leave requires advance approval of the GLA's direct supervisor.

Academic Load – Graduate Assessment Assistant are expected to:

1. Appropriately balance their academics, Residential Life, and personal commitments. Enrollment in more than the minimum credit hours per semester or participation with an internship, campus employment, or off campus employment, must gain the approval of the supervisor.

2. Maintain a minimum 3.0 cumulative GPA and minimum 3.0 semester GPA. GLA whose semester GPA falls below a 3.0 will have one probationary semester to meet the minimum requirements.

### **Responsibilities & Duties**

The GLA will take direct responsibility in consultation with an CLP and/or AD to assist with:

1. Evaluate and assist in the review of current student leadership practices with SHS (e.g. Residence Hall Association (RHA), National Residence Hall Honorary (NRHH), Community Desk Coordinators (CDC), Community Councils (CCs)
2. Opportunity to develop and lead training initiatives for RA staff
3. Conduct Student Leadership Training bi-annually
4. Assistant in the planning of an annual student leadership conference
5. Other duties as assigned

The GLA will take direct responsibility in consultation with the CLP and/or AD for measurable growth in all parts of the position. This will include:

1. Semi-annual performance evaluations by supervising CLP or AD and student staff in concert with semi-annual self evaluation.
2. Development of an individualized set of position goals in consultation with supervising CLP or AD and based on semi-annual performance evaluations.

The GLA will strive to develop positive and collaborative working relationships with colleagues across varying levels within Student Housing Services.

GLA will be evaluated for performance once during each semester of the academic year. Evaluation will consist of a self-evaluation of skills, competencies, and utilization of opportunities followed by a comparative evaluation by the GLA's immediate supervisor. The GLA will have a formal review meeting prior to the end of the semester so as to address any and all concerns prior to the beginning of the next semester or academic year appointment.

Exemplary performance by the GLA as described above may result in a recommendation that the GLA continue in the position for the next academic year.

In such cases where the evaluation process reveals issues of critical concern and/or unsatisfactory performance in the position as described above, the GLA will be subject to necessary corrective action as determined by their direct supervisor in consultation with the respective AD or the Associate Director of Residential Life. Such action may include performance counseling and probationary status, which can result in termination if unsatisfactory performance continues.

### **Compensation:**

GLA compensation is an hourly rate of A51 with up to 20 hours per week. To successfully complete duties and responsibilities this position will likely need to work outside of traditional business hours. Any exceptions must be cleared and approved by the Director of Student Housing Services or their designee. Staff should expect a pay lag of approximately 4-6 weeks from the start of the employment period.

**All descriptions, responsibilities, qualifications, remuneration, and conditions contained within this document are subject to change at any time with proper notice.**