



POSITION DESCRIPTION 2023-2024
WORKING TITLE: Resident Assistant
CLASSIFICATION: Student Employee

POSITION SUMMARY

Resident Assistants (RAs) shape the learning experience of 30 to 75 students assigned to their residential community. Through active learning focused on building a thriving community, the development of interpersonal skills, promoting social awareness and responsibility, and well-being, the RA supports the continued learning and personal development of residents. RAs are peer leaders who facilitate community involvement, assist in the management of student concerns, and educate residents on their responsibilities as members of a residential community.

SUPERVISOR: Graduate resident or residence hall director

REQUIRED QUALIFICATIONS:

1. Be enrolled as a full-time student at the University of Georgia.
2. Completed two post-high school semesters.
3. Be able to commit to a full academic year in the position.
4. Be in good standing with the Office of Student Conduct.
5. Have at the time of application and start date a cumulative GPA of 2.75.

CONDITIONS OF EMPLOYMENT:

1. This position is classified as a 20-hour per week position. Students in this position may not hold any additional assistantship, paid campus leadership positions, fellowship, or other employment, including work-study either within or outside of the University of Georgia.
2. Be enrolled as a full-time student and carry an academic load of no more than 18 hours per semester during employment.
3. Maintain both a minimum semester and/or cumulative University of Georgia grade point average of 2.75 during the period of employment.
4. Return to campus prior to halls opening for training and stay after halls close until the team completes all closing tasks and their supervisor releases staff.
5. Consistently support, communicate, enforce, and abide by all University of Georgia and University Housing policies, procedures, and regulations.
6. Continued employment is based on job performance, evaluation, and enrollment in the University of Georgia.
7. Student employees are considered temporary employees. A temporary employee may be separated at any time for any reason without notice and either the employer or the employee can end the employment relationship. Such separation is not grievable or subject to appeal.

Resident Assistant Position Description

POSITION RESPONSIBILITIES:

The responsibilities listed below do not comprise an exhaustive list but indicate a range of duties typical for the RA position. Other duties may be assigned to RAs by their supervisor as necessary on a temporary and infrequent basis.

1. Community Building

- a. Strive to achieve a sense of belonging and inclusion among residents by creating a thriving community through individual and collective interactions.
- b. Plan, implement, and evaluate community building activities monthly to support the development of a thriving community.
- c. Foster a community environment where academic success, belonging, and well-being are valued and supported by assisting residents in identifying behaviors and campus resources to achieve their goals.

2. Crisis Management

- a. Provide leadership and model appropriate behavior in response to crisis.
- b. Fulfill on-call responsibilities as communicated by your supervisor and in the CA-RA Manual.
- c. Demonstrate care and concern by following up with students involved in crisis situations.
- d. Confront alleged policy violations, behavioral concerns, and facility issues.
- e. Consult up and work with supervisor and/or the professional staff member on call when developing a plan to respond to issues within the community.
- f. Maintain the appropriate level of confidentiality when approaching sensitive student and staff concerns.
- g. Report community concerns immediately.

3. Interpersonal Skills

- a. Interact with residents on a consistent basis to demonstrate genuine concern and care for them.
- b. Demonstrate active listening skills when interacting with residents and team members.
- c. Employ a customer service demeanor when interacting with and assisting students.
- d. Model and promote an environment of respect and inclusion.
- e. Communicate in a courteous manner with staff, residents, and campus partners.
- f. Support residents as they manage conflict with each other.

4. Administrative Skills

- a. Complete administrative tasks in a thorough and timely manner.
- b. Promote the comfortability and safety of residents by submitting work requests for facility concerns and conducting health and safety inspections.
- c. Attend and be punctual to scheduled meetings, trainings, and events.
- d. Effectively navigate computer systems to meet administrative expectations.
- e. Respond to all work-related communications within 24 hours.
- f. Understand how to purchase items for programs.

5. Social Awareness and Responsibility

- a. Develop and utilize skills to work with diverse student populations.
- b. Promote a sensitivity for and appreciation of differing perspectives and identities.
- c. Plan and implement events that facilitate a sense of inclusion and belonging.
- d. Use educational opportunities, such as bulletin boards and resident interactions, to educate and promote an understanding of inclusion on campus.
- e. Report and address bias-related incidents and comments within the community.