



**POSITION DESCRIPTION 2022-2023**

**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 with an emphasis on community building, interpersonal skills, social awareness and responsibility, and wellness. As peer leaders, RAs 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 fulltime student at UGA.
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 2.50.

**CONDITIONS OF EMPLOYMENT:**

1. This position is classified as a 20-hour per week position and 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 UGA grade point average of 2.50 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.
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.

**POSITION RESPONSIBILITIES:**

1. **Community Building**
  - a. Maintain weekly interactions with residents and be accessible throughout the week to achieve a sense of belonging and inclusion.
  - b. Apply basic community development tenants to create a sense of inclusiveness and connectedness.

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- c. Plan, implement and evaluate community building activities each month to support the development of a thriving community.
- d. Maintain awareness of and refer residents to campus resources to support residents' academic success, belonging and well-being.
- e. Create an environment in the community where residents' academic and personal success is valued and supported.
- f. Assist residents by identifying behaviors that affect academic success, well-being, and sense of belonging.

### **2. Crisis Management**

- a. Provide leadership and model appropriate behavior in a crisis.
- b. Fulfill on-call responsibilities as communicated by your supervisor and in the CA-RA Manual.
- c. Demonstrate care and concern for student wellbeing 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 resident and staff concerns.
- g. Apply institutional and departmental values when approaching a situation
- h. Report community concerns immediately.

### **3. Administrative Skills**

- a. Complete administrative tasks in a thorough manner.
- b. Submit work request for all facility concerns.
- c. Complete health and safety inspections.
- d. Meet deadlines set by supervisor and/or department.
- e. Attend and be punctual to scheduled meetings, trainings, and events.
- f. Effectively navigate StarRez to meet opening, closing, and residential curriculum expectations.
- g. Respond to all work-related emails within 24 hours.
- h. Understand how to purchase items for programs.

### **4. Interpersonal Skills**

- a. Interact with residents on a consistent basis to demonstrate genuine concern and care for residents.
- b. Demonstrate active listening skills when interacting with residents and team members.
- c. Employ a "student first" customer service demeanor when completing tasks.
- d. Model and promote an environment of respect and inclusion.
- e. Communicate in a professional manner with staff, residents, and campus partners.
- f. Mediate mild-moderate conflicts among residents.

### **5. Social Awareness and Responsibility**

- a. Promote a sensitivity for and appreciation of differing perspectives and identities.
- b. Plan and implement programs that are inclusive of diverse populations.
- c. Develop and utilize skills to work with diverse student populations.
- d. Seek opportunities to engage residents in dialogue around social justice concepts.
- e. Report and address bias-related incidents and comments within the community.
- f. Use educational opportunities, such as bulletin boards and resident interactions, to educate and promote an understanding of inclusion on campus.