POSITION DESCRIPTION 2021-2022

WORKING TITLE: Resident Assistant

CLASSIFICATION: Student Employee

**POSITION SUMMARY** The Resident Assistant (RA) lives and works with a group of 30 to 75 students in their assigned residential community. The primary purpose of the position is to facilitate resident engagement, assist in managing student concerns and educate residents on their responsibilities as members of the residential community.

**SUPERVISOR:** Graduate resident or residence hall director

**REQUIRED QUALIFICATIONS:**

1. Must have completed two post-high school full time semesters (a full time semester is 12 or more completed credits in a single fall or spring semester).
2. Must be able to commit to a full academic year in the position.
3. Must be in good standing with the Office of Student Conduct.
4. Must have and maintain a cumulative GPA of 2.50.
5. Any offer of employment with the University of Georgia is contingent upon a successful completion of a background investigation.

**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, campus leadership positions, fellowship or other employment including work-student either within or outside of the University of Georgia.
2. Must be enrolled as a full-time student and carry an academic load of no more than 18 hours per semester during employment.
3. Must maintain both a minimum cumulative and/or semester UGA grade point average of 2.50 during the period of employment.
4. Must return to campus prior to halls opening for training and stay after halls have closed and their supervisor has released the team.
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 reasons without notice and either the employer or the employee can end the employment relationship. Such separation is not subject to appeal.

http://www.usg.edu/hr/manual/employee_categories
POSITION RESPONSIBILITIES:

1. Resident Engagement
   a. Maintain weekly interactions with residents and be accessible to residents throughout the week
   b. Apply basic community development theory to create a sense of inclusiveness and connectedness.
   c. Plan, implement and evaluate community building activities and programs each month in support of residents.
   d. Implement strategies increasing engagement and collaboration with Living Learning Partnerships, faculty and other academic services on campus.
   e. Maintain awareness and refer residents to appropriate residential and other campus resources, including academic and social resources.
   f. Create an environment in the community where residents’ academic and personal success is valued and supported.
   g. Assist residents by identifying behaviors which impact academic success

2. Crisis Management
   a. Provide leadership and model appropriate behavior in a crisis situation
   b. Fulfil on-call responsibilities as communicated by your supervisor and as in the CA-RA Manual
   c. Demonstrate care and concern for student wellbeing by following up with students involved in a crisis situation
   d. Confront alleged policy violations, resident concerns and facility concerns
   e. Consult up and work with supervisor and/or professional staff on call concerning appropriate information to share during and after a crisis situation
   f. Demonstrate 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 within 24 hours

3. Administrative Skills
   a. Complete administrative tasks in a thorough manner
   b. Report facility concerns through work requests
   c. Complete health and safety inspections
   d. Meet deadlines set by supervisor and/or department
   e. Attend and is punctual to scheduled meetings, trainings and events
   f. Understand how to operate StarRez
   g. Communicate with supervisor with questions or when in need of assistance
   h. Check UGA email account daily
   i. Understand how to purchase items for programs

4. Interpersonal Skills
   a. Mediate mild-moderate conflict among residents
   b. Demonstrate active listening skills when interacting with team members and residents.
   c. Demonstrate a “student first” customer service demeanor when completing job tasks.
   d. Model and promote an environment of respect and inclusion.
e. Communicate in a professional manner with staff, residents and campus partners.

5. Intercultural Proficiency and Support
   a. Promote a sensitivity for and appreciation of differing perspectives and identities
   b. Plan and implement programs 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. Confront and address bias-related incidents and comments in the community
   f. Use programming opportunities such as bulletin boards and resident interactions to educate and promote an understanding of inclusion on campus