



## POSITION DESCRIPTION 2024-2025

**WORKING TITLE:** Residential Belonging Assistant

**CLASSIFICATION:** Student Employee

### **POSITION SUMMARY**

As live-in staff members, Residential Belonging Assistants (RBAs) enhance the on-campus experience by creating an inclusive and thriving living and learning environment. This position fosters positive relationships to create a sense of belonging in the residence halls. RBAs are peer leaders who promote social awareness and responsibility through community building events, collaborate with other departments to facilitate learning activities, and connect students to resources that promote a sense of belonging.

**SUPERVISOR:** Coordinator for Residential Education

### **REQUIRED QUALIFICATIONS:**

1. Be enrolled as a full-time student at the University of Georgia.
2. Completed two post-high school semesters.
3. Commit to the position for the full academic year.
4. Be in good standing with the Office of Student Conduct. Good standing is defined as not being on disciplinary probation or noncompliant with directives issued by University Housing and/or the Office of Student Conduct.
5. Have a cumulative GPA of 2.75 at both the time of application and start date.

### **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. Attend and participate fully in all required training and meetings. This includes returning to campus prior to halls opening for training.
  - a. Please note that some academic and leadership opportunities, such as but not limited to student teaching, leadership roles for fraternity and sorority recruitment, internships, and study abroad programs, have conflicting time commitments with training; thus, are not permitted.
  - b. Weekly staff meetings occur on Wednesdays from 8 p.m. to 10 p.m.
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 at 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.

## **POSITION RESPONSIBILITIES:**

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

### **Community Building**

- a. Foster a sense of belonging and inclusion through implementing the strategies outlined in the residential curriculum.
- b. Collaborate with campus partners (e.g., Office of Institutional Diversity, Equal Opportunity Office, Multicultural Services and Programs, the Pride Center, Disability Resource Center, International Student Life, University Health Center, Student Transitions, Student Care and Outreach, etc.) to provide educational opportunities for residents.
- c. Collaborate with staff in the residence halls to identify community needs and trends.
- d. Create rapport with residents by being visible in residential communities.
- e. Connect residents to campus resources that promote a sense of belonging.

### **Social Awareness and Responsibility**

- a. Facilitate individual and group conversations about identities, perspectives, and worldviews.
- b. Create welcoming environments that support diverse student populations.
- c. Implement educational strategies, such as digital newsletters and events, to promote social awareness and responsibility on campus.
- d. Promote and participate in cultural events on campus.
- e. Implement events to celebrate heritage months.
- f. Work alongside the Office of Institutional Diversity, Equal Opportunity Office, Multicultural Services and Programs, the Pride Center, Disability Resource Center, International Student Life, University Health Center, Student Transitions, Student Care and Outreach, etc. to promote belonging and inclusion in the residence halls.

### **Administrative Skills**

- a. Complete administrative tasks in a thorough and timely manner.
- b. Report incidents, policy violations, and facility concerns as encountered through the appropriate system. Meet deadlines set by supervisor and/or department.
- c. Effectively communicate with staff, residents, and campus partners in a timely manner.
- d. Attend and be punctual to scheduled meetings, trainings, and events.
- e. Effectively navigate computer systems to meet administrative expectations.
- f. Appropriately adhere to purchasing policies.