



**UNIVERSITY OF GEORGIA • DIVISION OF STUDENT AFFAIRS • UNIVERSITY HOUSING
POSITION DESCRIPTION**

WORKING TITLE: Graduate Resident
CLASSIFICATION: Student Affairs Assistantship

POSITION SUMMARY:

This is a part-time, live-in/on position for full-time graduate students. The primary function of this position is to contribute to the creation of a comfortable community conducive to the academic success and personal growth of undergraduate staff and/or students. Graduate residents work in areas within University Housing; these areas include Residential Programs and Services, Administrative Services and Communication and Staff Development and Student Conduct. Specific responsibilities vary based on particular assignments.

SUPERVISOR:

Senior coordinator for staff development and student conduct

CONDITIONS OF EMPLOYMENT:

1. Must enroll for a minimum of twelve and not exceed fifteen credit hours of graduate study each semester the assistantship is in effect.
2. Must maintain a minimum UGA cumulative grade point average of 3.0.
3. May not hold any other assistantship, fellowship or other employment—including work-study either within or outside the university.
4. Appointments are made for an academic year, though staff responsibilities begin in July prior to the fall semester opening of the residence halls and terminate after the spring semester closing of the residence halls in May. Summer employment may be available (contingent upon staffing needs); hiring priority is given to current staff.
5. Graduate residents may be required to remain on campus during usual academic break periods (i.e. fall break, Thanksgiving break, winter break, spring break, etc.) depending on assignment.
6. Graduate Residents 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. http://www.usg.edu/hr/manual/employee_categories.
7. Reappointment is based upon job performance, evaluation and continued enrollment in the university.

RESPONSIBILITIES:

General Responsibilities of All Graduate Residents

1. Participate in undergraduate and graduate staff recruitment, selection and training and, if asked, in professional staff recruitment and selection.
2. Support, communicate, enforce and abide by all University and department policies, procedures and regulations.
3. Be knowledgeable of and prepared to implement emergency response and other life safety protocols as outlined by University Housing.
4. Foster a supportive and challenging inclusive environment through staff selection and training, community programming and contact with staff and students.
5. Serve in an on-call rotation for an assigned duty area.
6. Serve as a conduct officer for students allegedly involved in housing policy violations
7. Perform other duties consistent with the purpose of the position as assigned.

Specific Responsibilities of the Student Staff Development and Student Conduct Graduate Resident

1. Coordinate resident assistant and C.L.A.S.S. advocate (CA-RA) para-professional development.
2. Assist in the planning and implementation of all student staff selection and training.
3. Assist in developing and coordinating CA-RA staff recruitment and marketing plans.
4. Coordinate CA-RA staff recognition events.
5. Select, train and advise student members of the University Housing Community Standards Board.
6. Create a monthly newsletter article for the CA-RA newsletter.
7. Develop and interpret training assessments.
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**Please visit the University Housing's Graduate Assistantship website at
https://housing.uga.edu/site/about_employment_graduate to learn more!**