POSITION DESCRIPTION 2020-2021

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 community development, assist in managing crises and enforce university and departmental policies.

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. Continued employment is based on job performance, evaluation and enrollment in the University.
6. 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. Community Development
a. Develop and maintain relationships with residents through community presence and by utilizing strategies such as intentional conversations, meals in on-campus dining facilities and additional facilitated programs.
b. Support all residents and help create an understanding between students by promoting and encouraging participation in various strategies, available in the halls, on campus and within the community, that focus on education and learning.
c. Encourage the principles of individual responsibility and respect for others’ development through mediation, role modeling and facilitated discussions.
d. Support and encourage resident engagement with community councils and campus wide residential leadership programs. Promote and attend meetings, activities and events.
e. Promote and encourage student engagement in campus and residence hall activities.

2. Crisis Management & Response
   a. Consistently support, communicate, enforce and abide by all University of Georgia and University Housing policies, procedures and regulations. Educate residents on their responsibilities as members of the residential community.
   b. Serve in an on call rotation with other RAs. Being on-call requires that RA staff:
      i. Remain in their designated community as scheduled from 5:00pm-8:00am (Sunday-Thursday) and from 5:00pm-5:00pm (Friday and Saturday).
      ii. Maintain possession of and answer the community on-call phone at all times during their scheduled period.
      iii. Complete on-call walks throughout the community as directed by policy.
   c. Assist university housing staff, as needed, during a crisis or emergency, maintaining appropriate confidentiality.

3. Administrative
   a. Participate in all meetings including weekly staff meetings, community staff meetings and one-on-one meetings with the RA supervisor.
   b. Regard any personal information about residents as confidential to protect the rights of the residents and increase trust and credibility as a peer helper. However, the RA will “consult up” as appropriate with their supervisor.
   c. Work with student, graduate and professional staff through assessment of the programming and developmental needs of residents by means of questionnaires or personal contacts.
   d. Complete various reports including, but not limited to: weekly reports, incident documentation, work requests, duty logs, room/apartment inventory cards and program report forms.
   e. Discuss potential referrals and/or concerns with the graduate resident, residence hall director and/or area/senior coordinator.
   f. Participate in and support University Housing staff recruitment, selection and evaluation processes.
   g. Perform other duties consistent with the purpose of the position as assigned.