



POSITION DESCRIPTION

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 one of nine residential communities. The primary purpose of the position is to promote community development, assist in crisis management situations, and enforce university and departmental policies.

SUPERVISOR: Graduate resident or residence hall director

POSITION RESPONSIBILITIES:

1. Support, communicate, enforce and abide by all University of Georgia and University Housing policies, procedures, and regulations.
2. Participate in all meetings including, but not limited to weekly staff meetings, community staff meetings and one-on-one meetings with his/her supervisor.
3. Remain in the assigned community on scheduled Sunday through Thursday duty nights from 5 p.m. to 7 a.m. The RA will remain in the assigned community on scheduled weekends from 5 p.m. to 5 p.m. either Friday to Saturday or Saturday to Sunday. While on duty, the RA will remain near a phone, except to make building rounds as outlined by their supervisor and/or area/senior coordinator.
4. Be available and accessible to students within the community in addition to regular duty nights.
5. Assist community office staff during a crisis or emergency, maintaining appropriate confidentiality.
6. 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 his/her supervisor.
7. Encourage the principles of individual responsibility and respect for others’ development through role modeling, challenging and education.
8. Be consistent in behavior toward all students.
9. Develop and maintain relationships with residents in the building.
10. Provide support for all residents and promote an understanding between students by encouraging and facilitating programs within the residence hall community.
11. Work with student, graduate and professional staff through assessment of the programming and developmental needs of residents by means of questionnaires or personal contacts.
12. Encourage student involvement in campus and residence hall activities.
13. Support hall/community councils by attending meetings (preferably weekly) and programs. The RA will also support community organizations and the Residence Hall Association by encouraging students to be involved and by attending sponsored programs.
14. Complete various reports including, but not limited to: weekly reports, incident documentation, work order logs, duty logs, Room/Apartment Inventory Cards and program report forms.

15. Discuss potential referrals and/or problems with the graduate resident, residence hall director and/or area/senior coordinator.
16. Participate in and support University Housing staff recruitment, selection and evaluation processes.
17. Perform other duties consistent with the purpose of the position as assigned.