

Georgia State University Housing

JOB DESCRIPTION

Job Title: Resident Assistant (RA)
Department: University Housing
Reports To: Residence Hall Director (RHD)

Summary

The Resident Assistant (RA) is a Georgia State University undergraduate or graduate student who serves as a member of the University Housing staff and positively contributes to a premier living experience for housing residents. This position requires the RA to assess and meet the needs of approximately 50-60 residents through his/her daily interactions with them. The RA responsibilities and department expectations are divided into four major areas with each having equal value to job performance – administrative, team member, community building and role model. Job expectations require you to plan and implement the Residential Curriculum, conduct resident one on ones, perform administrative duties, serve on duty, work at the Community Desk, assist with resident and building security procedures, attend training and in-services, follow emergency protocols, enforce university policies and serve as a resource and role model to residents. As an employee of Georgia State, the RA is expected to abide by and uphold the GSU Student Code of Conduct and Policies, University Housing policies and procedures, and civil law.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Administrative

- Attend and participate in all required training workshops, In Services, and staff meetings
- Participate in the duty rotation as scheduled, which includes weekends, holidays and University breaks. Remain accessible and respond to calls immediately
- Know the proper usage of forms and complete forms / reports accurately and in a timely fashion
- Provide emergency support and ensure that the police and the on-call professional are notified when needed
- Document and report any physical damage or repairs required to buildings, furniture, appliances, elevators, and operating systems
- Refer residents to the online maintenance request (<http://tmaserver.gsu.edu/>) to report maintenance issues in their apartments / rooms
- Complete a thorough inspection of each room before a resident checks in or out and document the condition of each item on the room condition report form
- Conduct Health and Fire Safety inspections
- Assist with regular University Housing events such as move-in, Welcome Week, move-out, RA selection
- Check your mailbox regularly, post any signs and deliver any resident mail that may have been left for you that day
- University Housings primary mode of email communication is your GSU email account. You are responsible for email communication sent to your GSU account
- Disseminate information to students via postings, floor meetings, and individual interaction

Community Building

- Plan, organize, and inform residents of University and City of Atlanta events and activities that provide social, educational, cultural, and recreational opportunities for residents
- Spend at least two to three hours a day in your apartment/room and assigned community. On average, spend no more than one to two nights a week and one weekend a month away from your assigned residence hall. Take an intentionally active role in the events and incidents in University Housing
- Know floor residents' names and information about them. Familiarize yourself with the residents that live in the building
- Report behavioral infractions and set limits. Know the GSU Student Code of Conduct and Policies, and University Housing policies and procedures
- Assist in the security of the complex by addressing safety and security violations with residents
- Encourage and maintain an environment and atmosphere that is enjoyable, safe living and learning environment.

- Advise residents both individually and in groups concerning academic, social, and personal issues. Serve as a listener and a helper for residents
- Know how to properly direct residents to assistance they need. Familiarize yourself with Georgia State and surrounding communities
- Mediate roommate conflicts and arrange roommate living agreements, when necessary
- Monitor floor and residence hall common areas

Role Model/Student

- Maintain a minimum cumulative and semester grade point average of 2.75. Display an attitude and behavior that support the academic nature of this position. Attend classes on a regular basis
- Adhere to all University Housing policies, the Georgia State University Student Code of Conduct and policies, and all local, state, and federal laws
- Maintain a positive attitude toward and support for the University, the University Housing Department, the Commons, Lofts and Freshman Hall. Take an active, constructive, role in making changes for the betterment of the University Housing and Georgia State University
- Maintain a balance among responsibilities as a staff member, a student, a leader on campus, and a family member. Extracurricular and job commitments may not exceed an average of 15 hours a week (RAs may only earn additional income by working for University Housing as a Student Assistant)

Team Member

- Serve as University Housing representative during Incept conferences, campus visitation days, and other special events
- Maintain cooperative lines of communication with other staff. Communicate on a regular basis with supervisors and other staff regarding academic, personal and University Housing concerns and issues
- Respond in an appropriate manner to all feedback received from supervisors, other staff members, students, and other customers
- Serve as a liaison to students for University Housing, the Residence Life staff, RHA, Hall Councils, the GSU Police Department, and other departments on campus
- Participate in housing and University committees as requested or assigned
- Participate in teambuilding and staff development activities offered throughout the year
- Provide coverage for other staff when available to do so

Benefits

- Stipend of approximately \$750 per semester, paid monthly (NOTE: Room and/or board benefits are considered resources for students and may impact financial aid eligibility. Please consult your Financial Aid advisor to determine possible impacts. Room and/or board benefits, however, are considered non-taxable income.)
- Room rate covered for hall in which you are employed (meal plan included for Freshman Hall Resident Assistants)
- Early move-in into residence halls
- Valuable leadership and communication skills through interaction with the university community

Minimum Requirements

- 2.75 Semester and Cumulative Grade Point Average at time of interview
- Must have lived on campus for at least one semester
- Must be in good standing academically, judicially and financially
- Academic and personal schedule must be open to attend weekly staff meetings and in-service training on Wednesdays from 4:30 pm to 6:30 pm
- Be available to students and staff at irregular hours, those not scheduled at the front desk or on-call
- Active participation in fall and academic year training, which includes fall training (up to three weeks prior to opening), RA Class (for new RAs only), spring training (several days prior to start of spring semester)
- Demonstrated leadership ability through active participation in community or campus organizations
- Adherence to departmental dress code when working at the front desk or on-call
- Team player; positive and enthusiastic attitude