

GEORGIA STATE UNIVERSITY HOUSING

Resident Assistant (RA) Job Description

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

General Job 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 is directly supervised by a Residence Hall Director. This position requires the RA to assess and meet the needs of approximately 50-60 residents through daily interactions. There are four major areas of responsibilities administrative, role model, community building and team member. 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 applicable law.

Essential Functions of RA Position

The RA position involves working and residing in the same environment. A large part of an RA's duties involve being generally available to his/her residents throughout the day in the role of University representative and resource, role model, mentor, and support system. As such, an RA's personal and professional lives are both highly visible to and impactful upon the many student residents for whom the RA is University Housing's primary contact. Therefore, essential to the RAs position are the following things:

- Demonstrating excellent personal and professional judgment;
- Modeling responsible, healthy, and mature behavior and habits;
- Ability to give undivided attention to professional responsibilities in the event of unanticipated emergencies; and
- Compliance with University policy and applicable law.

Job Responsibilities

Role Model

- Model healthy and responsible decision making, refraining from risky or irresponsible behavior
- Maintain a minimum cumulative GPA of 2.75 and semester GPA of 2.5.
- 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 law
- Maintain a positive attitude toward the University and the University Housing Department. Take an active, constructive, role in making changes for the betterment of the Department of 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.
- Limit extra/co-curricular activities to minimum so as to not interfere with balancing satisfactory academic progress and the Resident Assistant position
- Additional employment not exceeding 15 hours per week – note that additional employment may only be secured with departments on the campus of Georgia State University (off campus employment, paid or unpaid, is not permitted)

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
- Encourage and maintain a living-learning environment and atmosphere that is enjoyable and safe
- 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

Administrative

- Attend and participate in all required training workshops, In Services, and staff meetings
- Participate in the duty rotation as scheduled, which includes weekends and holidays. 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 any communication that is sent to your GSU account on a daily basis.
- Disseminate information to students via postings, floor meetings, and individual interaction

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 of Being an RA

- Stipend, paid monthly, of \$145 per month.
- Room rate covered for hall in which you are employed (full meal plan included for Freshman Hall and Piedmont North Resident Assistants; all other RAs receive 35 meals per semester)
 - **NOTE:** Room and/or board benefits are considered non-taxable income but may impact financial aid eligibility. Students should consult their financial aid advisor to determine possible impact.
- Early move-in into residence halls
- Valuable leadership and communication skills through interaction with the university community

Minimum Requirements

- 2.75 Cumulative Grade Point Average and 2.5 Semester Grade Point Average
- Lived on campus for at least one semester (preferred)
- Must be in good standing academically and judicially with no holds on student account
- 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, 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