



**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 development of undergraduate staff and/or students. Graduate residents work in multiple areas within University Housing. Specific responsibilities vary based on particular assignments.

SUPERVISOR:

Residence hall director

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 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 the Department.
4. Participate in the graduate staff professional development program initiated through the Office of Residential Programs and Services.
5. Foster a supportive and challenging multi-cultural environment through staff selection and training, community programming and contact with staff and students.
6. Serve in on-call duty rotation as appropriate and provide support to residents and other housing staff in responding to emergencies or student crises as needed.
7. Perform other duties consistent with the purpose of the position as assigned.

Specific Responsibilities: Graduate Resident for Residential Programs and Services

1. Participate in the supervision and evaluation of resident assistants. The scope of responsibilities and supervision will vary by each individual appointment according to the needs of that particular community.
2. Be available to staff and residents beyond scheduled duty times and office hours.
3. Provide ongoing support to and assessment of community development initiatives
4. Support supervisor through participation in an auxiliary assignment (i.e. leadership development; desk or mail oversight; community standards board advising)
5. Make personal contact with students and staff to resolve problems, answer questions, clarify policy and refer to other agencies in a timely manner.
6. Discuss maintenance, custodial and security issues with appropriate staff in order to ensure that services meet departmental standards.
7. Support departmental academic initiatives and promote the academic success of residents through programming and policy enforcement.

**Please visit the University Housing's Graduate Assistantship website at
https://housing.uga.edu/site/about_employment_graduate to learn more!**