



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 (20 hours), position for full-time graduate students. The primary function of this position is to create safe, comfortable, inclusive, and thriving communities that focus on student learning. Graduate assistants work in areas within University Housing; these areas include Residential Programs and Services, Student Leadership, Academic Initiatives, Student Staff Recruitment & Development, and Residential Services. Specific responsibilities vary based on assignments.

SUPERVISOR: Operations Coordinator

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 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.
6. Reappointment is based upon job performance, evaluation and continued enrollment in the university.

RESPONSIBILITIES:

General Responsibilities of All Graduate Residents/Assistants

1. Participate in all staff recruitment, selection, and training.
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. Assist professional staff in implementing educational experiences for residents through the use of the residential curriculum.
5. Serve in the professional staff on-call rotation for assigned zone and provide support to residents and housing staff in responding to emergencies or student crises.
6. Perform other duties consistent with the purpose of the position as assigned.

Specific Responsibilities: Graduate Assistant for Residential Services

1. Participate in the supervision and evaluation of Community Service Assistants (CSAs) and Night Desk Assistants (NDAs). The scope of responsibilities and supervision will vary by each individual appointment according to the needs of that particular community desk.
2. Be available to staff and residents beyond scheduled duty times and office hours.
3. Provide ongoing support to and assessment of desk and residential services.

4. Support supervisor through participation in an auxiliary assignment.
5. Connect with students and staff to resolve problems, answer questions, clarify policy and refer to other resources.
6. Focus on the training, scheduling and supervision of desk and residential services in University Housing.
7. Assess methods and trainings for improving residential services.