



**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 growth of undergraduate staff and/or students. Specific responsibilities vary based on assignments.

**SUPERVISOR:** Assistant Director for Academic Initiatives and Student Leadership

**CONDITIONS OF EMPLOYMENT:**

- Must enroll for a minimum of twelve and not exceed fifteen credit hours of graduate study each semester the assistantship is in effect.
- Must maintain a minimum UGA cumulative grade point average of 3.0.
- May not hold any other assistantship, fellowship or other employment—including work-study either within or outside the university.
- 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.
- 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.
- Reappointment is based upon job performance, evaluation and continued enrollment in the university.

**RESPONSIBILITIES:**

***General Responsibilities of All Graduate Residents***

- Participate in undergraduate and graduate staff recruitment, selection and training and in professional staff recruitment and selection.
- Support, communicate, enforce and abide by all University and department policies, procedures and regulations.
- Be knowledgeable of and prepared to implement emergency response and other life safety protocols as outlined by the Department.
- Participate in the graduate staff professional development program initiated through the Office of Residential Programs and Services.
- Foster a supportive and challenging multi-cultural environment through staff selection and training, community programming and contact with staff and students.
- Assist professional staff in facilitating and planning the educational experiences of residents through the implementation of the residential curriculum.
- 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.
- Perform other duties consistent with the purpose of the position as assigned.

***Specific Responsibilities: Graduate Resident for Residential Curriculum***

- Support on-going assessment needs of residential curriculum.
- Assist in developing and implementing residential curriculum training for professional and student staff.
- Assist in marketing the residential curriculum as it relates to training, campus partner interactions, and departmental communications.
- Provide on-going residential curriculum support to live-in staff through various strategies (i.e., one-on-one coaching sessions, staff meeting support, organizational best practices, and document creation).
- Serve as a member of the residential curriculum committee.
- Research and benchmark best practices related to residential curriculum and academic initiatives.
- Support the development of strategies used to implement the residential curriculum.

**KNOWLEDGE, SKILLS, ABILITIES AND/OR COMPETENCIES:**

- Ability to manage multiple priorities, work independently, and collaborate with campus partners and housing staff.
- Excellent communication, organizational, and problem-solving skills.
- Working knowledge of Microsoft Office Suite and ability to learn housing management software and databases.
- Interpret and apply policies and procedures.

**PHYSICAL DEMANDS:**

- Safely operate a UGA state vehicle as necessary.
- Frequently walk-through residential facilities, which includes climbing stairs.
- Respond to crisis situations in various buildings that may require being present for long periods of time.
- Continual usage of computers.
- Lift and carry up to 40 lbs.
- Verbally communicate effectively both in person and via telephone with a variety of individuals.

**ADDITIONAL SCHEDULE INFORMATION:**

- This position requires occasional evening and weekend work, particularly during peak seasons.
- Ability to respond to emergencies on a 24/7 basis as needed.