



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 create safe, comfortable, thriving communities that focus on student learning. Specific responsibilities vary based on assignments.

SUPERVISOR: Residence Hall Director

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:

Supervision – 40%

- Participate in the recruitment, selection, training, supervision, and evaluation of resident assistants.
- Be an active and visible member of the campus community beyond on-call and office hours, engaging with residents and staff to foster a supportive environment.
- Connect with residents and staff to resolve concerns, answer questions, clarify policies, and refer them to additional resources as needed.
- Assist professional staff in implementing educational and community initiatives for residents, promoting departmental standards and resident development through the residential curriculum.
- Provide support for community and staff development initiatives through planning, execution, and assessment.

Administrative Tasks – 30%

- Complete administrative duties in a timely, thorough, and accurate manner in accordance with established expectations.
- Discuss maintenance, custodial, and security issues with appropriate staff to ensure services meet departmental standards.
- Assist supervisors by leading auxiliary assignments such as advising Community Councils, overseeing professional and staff development initiatives, and planning and executing large-scale or traditional events.
- Perform other duties consistent with the purpose of the position as assigned.

Departmental Initiatives – 30%

- Participate in all community opening, closing, and transition-related activities.
- Support, communicate, enforce, and abide by all University and department policies, procedures, and regulations.
- Serve in the professional staff on-call rotation and provide support to residents and housing staff in responding to emergencies or student crises.
- Be knowledgeable of and prepared to implement emergency response and other life safety protocols as outlined by the Department.
- Serve on a departmental committee, attend Residential Programs and Services meetings and trainings, and participate in professional development opportunities.

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.