



**UNIVERSITY OF  
GEORGIA**

**University Housing**  
*Student Affairs*

**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 support and advise student leaders in creating safe, inclusive, and thriving residential communities that focus on student learning and leadership development. Specific responsibilities vary based on assignments.

**SUPERVISOR:** Residential Leadership Coordinator

**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:**

**Advising & Student Support – 40%**

- Assist the Residential Leadership Coordinator by advising the National Residence Hall Honorary (NRHH) and Residence Hall Association (RHA), providing guidance, mentorship, and support to student leaders.
- Attend regularly scheduled RHA and NRHH meetings and programs.
- Provide ongoing support to the programmatic efforts of RHA and NRHH students.
- Assist in the ongoing training and development of student leaders.
- Provide individual support to student leaders in RHA and NRHH through one-on-one meetings.
- Support professional staff in facilitating and planning the educational experiences of residents through the implementation of the residential curriculum.
- Attend at least one regional or national conference with RHA.
- Support professional staff initiatives related to student leadership and engagement.

**Administrative Tasks – 30%**

- Assist with the management and oversight of RHA and NRHH budgets.
- Assist with communication efforts, including publications, social media, and websites, for NRHH and RHA.
- Support, communicate, enforce, and abide by all University and departmental policies, procedures, and regulations.

- Participate in the graduate staff professional development program initiated through the Office of Residential Programs and Services.
- Perform other duties consistent with the purpose of the position as assigned.

#### Departmental Initiatives – 30%

- 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.
- 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.
- Foster a supportive 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.

#### **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.