



**UNIVERSITY OF GEORGIA • DIVISION OF STUDENT AFFAIRS • DEPARTMENT OF UNIVERSITY HOUSING
POSITION DESCRIPTION**

WORKING TITLE: Village Programming Assistant

CLASSIFICATION: Student Employee

POSITION SUMMARY: This is a student position responsible for all of the programmatic efforts for East Campus Village (ECV). A person in this position will program using the transitional, passive, and social programming model to meet the needs of ECV residents. In addition, a Village Programming Assistant is responsible for coordinating community-wide blood drives.

SUPERVISOR: Assistant Area Coordinator

CONDITIONS OF EMPLOYMENT:

1. Have an academic classification of 2nd year student or above at the time of employment.
2. Have a minimum semester and cumulative UGA grade point average of 2.5 at the time of application and maintain a minimum cumulative and semester UGA grade point average of 2.5 during the period of employment. If the minimum cumulative or semester UGA grade point average is not maintained, the Office Assistant may be granted one (1) academic term to return to the minimum standards. New hires may not begin their contract under probation due to failure to meet the minimum academic requirements.
3. Must be in good standing as defined by the University.
4. Be available to work for a minimum of 10 hours per week, but may not exceed 20 hours of work per week, except when classes are not in session.
5. Reappointment is based up job performance, evaluation and continuing enrollment in the University.
6. A minimum of one semester residency in UGA Housing is preferred, but not required. Residency in ECV is also preferred, but not required.

RESPONSIBILITIES:

1. Support, communicate, enforce and abide by all University and Department policies, procedures and regulations.
2. Assess the programming and developmental needs of students by means of questionnaires or personal contacts to meet residents' social and transitional needs.
3. Work collaboratively with the Village Community Assistants to support *Alumni Visions* programs and with Community Board on other Community program initiatives.
4. Coordinate programming in the Community for Departmental initiatives including, but not limited to: Community-wide blood drives (1 each semester), Diversity Awareness Week at Georgia (D.A.W.G.) Days, Welcome Week and Roommate Week.
5. Provide support for all residents and promote an understanding between students by encouraging and facilitating programs with the residence hall community.
6. Complete various reports including, but not limited to: weekly reports, incident documentation, program evaluation and program report forms.
7. Function as a resource for accurate information concerning Housing and University operations.
8. Assist in the opening, closing and transition of residence halls. This may require early arrival and late departures.
9. Assist Community Office staff during a crisis or emergency, maintaining appropriate confidentiality.
10. Participate in all Departmental and Community training and in-service activities.
11. Participate in all meeting activities including, but not limited to: staff meetings, Community staff meetings, and one-on-one meetings with your supervisor.
12. Be involved and encourage student involvement in residence hall and campus activities.
13. Accept the diversity of beliefs, values and interests of UGA students.
14. Be consistent in behavior toward all students regardless of age, gender, race, ethnic background, socioeconomic status, sexual orientation, religion, disability, nationality and/or veteran status.
15. Perform other duties consistent with the purpose of the position as assigned.