



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

WORKING TITLE: Graduate Resident

CLASSIFICATION: Student Affairs Assistantship

POSITION SUMMARY: This is a graduate level, live-in position. The primary function of this position is to work with undergraduate student staff in developing comfortable living environments and assisting students in their personal development. Special emphasis is given in coordinating programmatic initiatives, advising student groups, supervising Resident Assistants and/or Desk Assistants, and/or developing and implementing undergraduate staff training.

SUPERVISOR: Academic Initiatives Coordinator, Area Coordinator, Coordinator for Undergraduate Staff Development, Marketing and Summer Conference Coordinator, or Residence Hall Director (depending on assignment).

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), with hiring priority given to current staff.
5. Graduate Residents may be required to remain on campus during usual academic break periods (i.e. Fall Break, Thanksgiving Break, Winter Break, Spring Break, etc.) depending on assignment.
6. Reappointment is based upon job performance, evaluation, and continued enrollment in the University.

RESPONSIBILITIES:

General Responsibilities of All Graduate Resident Staff

1. Participate in undergraduate and graduate staff recruitment, selection and training. May also be asked to assist in professional staff recruitment and selection.
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. Participate in the graduate staff professional development program initiated through the Office of Staff Development and Judicial Programs.
5. Foster a supportive and challenging multi-cultural environment through staff selection and training, community programming and contact with staff and students.
6. Perform other duties consistent with the purpose of the position as assigned.

Residence Life Graduate Resident

1. Participate in the supervision and evaluation of Desk Assistants, Village Programming Assistants, or Resident Assistants. The scope of responsibilities and supervision will vary by each individual appointment according to the needs of that particular community.
2. Serve as a hearing officer for students allegedly involved in Housing policy violations.
3. Serve in an on-call rotation for an assigned duty area. Be available to staff and residents beyond scheduled duty times.
4. Provide ongoing support to students and staff for programmatic efforts.
5. Co-advise or advise hall/community councils and/or student staff auxiliary assignments.
6. Respond through personal contact with students and staff to resolve problems, answer questions, clarify policy and refer to other agencies.
7. Discuss maintenance, custodial, and security issues with appropriate staff in order to ensure that services meet departmental standards.
8. Support departmental academic initiatives and promote the academic success of residents through programming and policy enforcement.

Staff Development and Judicial Programs Graduate Resident

1. Coordinate Resident Assistant, C.L.A.S.S. Advocate, and Village Community Assistant in-service training.
2. Assist in the planning and implementation of all undergraduate staff selection and training.
3. Develop and distribute monthly undergraduate staff informational newsletters.
4. Assist in developing and coordinating graduate and undergraduate staff recruitment and marketing plans.
5. Coordinate undergraduate staff recognition events.
6. Assist in programming movies and providing informational updates on Housing 12 and Cinema 77.
7. Assist in the planning and implementation of the annual housing conference.
8. Provide support to residents and other live-in housing staff in responding to emergencies or student crises.

Academic Initiatives Graduate Resident

1. Assists Academic Initiatives Coordinator in providing support to academic partnerships including but not limited to Franklin Residential College, French and Spanish Language Communities, One World Multicultural Community, Freshman College Summer Experience, Creswell Learning Communities, and the Spanish Immersion Community.
2. Participate in the selection and advising of Learning Community Peer Advisors.
3. Provide ongoing support to students and staff for programmatic efforts.
4. Support departmental academic initiatives and promote the academic success of residents through programming and policy enforcement.
5. Assists with the on-going assessment of all academic programs.
6. Assists in marketing the various academic programs to our constituents.
7. Respond through personal contact with students and staff to resolve problems, answer questions, clarify policy, and refer to other agencies.