



Student Staff Member – Conditions of Employment

AY 2017-2018

Last Updated: 2/21/17

The following guidelines have been established to clarify Peer Leader (PL) and Resident Advisor (RA) conditions of employment. These two roles are known as Student Staff Member (SSM) positions in the Residence Life Unit of the Department of Housing. While the administration of these conditions may vary, it is important to understand them in order to successfully perform the responsibilities of the Student Staff positions. Failure to adhere to these conditions will jeopardize potential Student Staff hiring and current Student Staff employment status. Additional specifics and descriptions of the processes associated with these policies and expectations are in the SSM manual, provided in conjunction with orientation for the position to students who are hired.

Article I. QUALIFICATIONS TO APPLY AND HOLD POSITION

Section 1.01 Eligibility

- (a) Student must have completed at least 1 year of college by start date.
- (b) Student must be in “good standing” with the Institute: academic, financial, and conduct.
 - i. SSMs may be terminated at any time based on their job performances, academics, financial standing with the Institute and any changes to their conduct standings. These items are interrelated and are not independent of each other.
- (c) Student must be enrolled as a student with a minimum of 6 credit hours or registered for a Georgia Tech approved Co-Op, Internship or Externship.
- (d) Undergraduate students must have and maintain a 2.50 cumulative GPA.
 - i. Undergraduate transfer students are hired conditionally based on their achievement at their previous institute.
 - ii. The transfer applicant must verify they achieved a cumulative GPA of 2.50 (undergraduate). If the student does not maintain these standards through their first semester at Georgia Tech, their offer will be rescinded.
- (e) Graduate student applicants must have and maintain 3.0 GPA cumulative.
 - i. First year graduate students are hired conditionally based on their achievement at their previous institution where they must have achieved a minimum of a 3.0 cumulative GPA. If the student does not maintain these standards through their first semester at Georgia Tech, their offer will be rescinded.
- (f) Student must be eligible to work on campus in the United States.
- (g) Student must sign a housing contract.

Section 1.02 Period of Employment and Time Commitment

- (a) Appointments are made for one academic year. The academic year is defined as fall and spring semester. An academic year appointment does not dictate a summer appointment or an appointment for the following academic year.
 - i. A summer term appointment is defined as the full summer semester and there is a separate selection process for SSM appointment for summer semester.
 - ii. A SSM offer may be rescinded or the SSM may be terminated immediately if discovered they accepted any opportunity that prevents them from completing a full academic year of employment. This includes but is not limited to the following: study abroad (Fall or Spring), out of town Co-Op, LeaderShape, or applying to graduate at the end of the Fall Semester.
 - iii. SSMs who fail to complete the full academic year of employment (Fall and Spring semesters), will not be considered in good standing with the department.
 - iv. SSMs may be terminated at any time based on their job performance, academics, financial standing with the Institute and any changes to their conduct standings. These items are interrelated and are not independent of each other.
- (b) A SSM’s principle non-academic activity is their position. Additionally, co-curricular activities are not to conflict with the time needed to be available and accessible to residents.
 - i. Other time commitments (i.e., jobs, internships, Co-Ops, Greek organizations, athletics/intramural, student organizations, etc.) must be discussed with and approved by their supervisor. This includes any time

Department of Residence Life

Student Staff Member – Conditions of Employment AY 2017-2018

commitments that they may have had prior to employment by the Department of Housing and any additional time commitments in the future.

- ii. The SSM may not assume or continue any paid responsibilities, either on or off campus, without approval and permission from the supervisor. Permission in these circumstances will be contingent on current course load, job performance, and academic performance.
- (c) SSMs must be available prior to, during and following Housing Openings and Closings to complete check-in and check-out administrative tasks. Please see the Commitment Calendar for dates.
- (d) As all residence halls are open during holiday breaks (Fall Break, Thanksgiving Break, Winter Break, and Spring Break), SSMs may be required to work during break periods. Additional compensation will be provided. SSMs must also be available during semester breaks to complete administrative tasks and perform duty responsibilities. A SSM may be asked to work during a holiday break. All SSMs will not work during a holiday break, but need to be available. Failure to comply with the request will result in termination. The Department of Housing will inform the SSM regarding mandatory return and departure dates. See the Commitment Calendar for more information.
- (e) First term employment requires passing a 15 week, for credit training class involving homework.
- (f) The SSM position requires an average of 12 hours of work per week, in addition to the hours worked while on duty. Peak work periods include the opening and closing of each semester, the Student Staff Selection process, and the Room Selection process, all of which will require additional hours.
- (g) A SSM must be given prior approval from their direct supervisor to be unavailable to assist or respond to the building during duty hours (Weekdays from 8:00 p.m. – 8:00 a.m. and weekends). Examples include, but are not limited to: staying overnight away from assigned room, going away from campus, and staying/studying overnight in library/lab.
- (h) All travel plans must be made in accordance to the Housing Opening/Closing and Training schedule. It is expected that you are able to attend all openings, closings, and training sessions. If your travel plans interfere with any of the above, you may be terminated immediately.

Article II. JOB PERFORMANCE EXPECTATIONS

Section 2.01 General Expectations

- (a) All SSMs (Peer Leaders and Resident Advisors) will assume on-call responsibilities on a regular basis, as described in the PL and RA job descriptions.
- (b) The department asks SSMs to serve as role models. The SSM should not engage in activities that could result in a change to their conduct standing (i.e. reprimand, warning, or probation) within Housing or the Institute. If conduct standing changes due to an academic or nonacademic violation, the SSM must report the change to their supervisor in a reasonable time frame. Failure to do so may be grounds for termination.
- (c) The SSM positions are responsible for nurturing the development of a community where students feel safe, respected, can learn from their environment and be academically successful.
- (d) The SSM must satisfactorily complete all requirements of their job description and conditions as determined by the supervisor.
- (e) The SSM is expected to know and abide by all Institute policies, Housing regulations, and contractual regulations.
- (f) The SSM should recognize that their room also serves as an area for confidential conversations with residents and other job related activities. In deciding how their room will be used, the SSM should use sound judgment in how that use will affect the perceptions of the community. In keeping with departmental philosophy, we ask that SSMs not display posters or materials which might be viewed as sexually, racially, or ethnically offensive, or advertise unhealthy behaviors.
- (g) The SSM will be expected to provide engagement opportunities for residents as outlined in the individual staff community development plans.

Section 2.02 Training and Staff Development

Department of Residence Life
Student Staff Member – Conditions of Employment AY 2017-2018

- (a) All SSMs are expected to attend several training sessions and staff development activities throughout the year. These include, but are not limited to:
 - i. Spring Orientation (a weekend day)
 - ii. Fall Training (a two week period prior to August opening)
 - iii. 15-Week Training Seminar for credit (for all first term employees)
 - iv. In-service sessions as arranged by the supervisor or other Departmental staff
 - v. Weekly staff meetings and individual meetings with supervisor
 - vi. Hall Council meetings as outlined by supervisor
 - vii. Winter Training (two-three days prior to January opening)
- (b) Regardless of the SSM's status as returning or new, SSMs are required to attend all staff training and development sessions. The training schedule is arranged in a manner to avoid any interference with the official Institute calendar. Failure to attend due to co-op jobs, study abroad, or internship are not acceptable and will result in a change in the SSM's employment status and they may be dismissed immediately. The only exception to this: SSM must be returning, in good performance and housing academic standing and participating in GT-led study abroad programs. This can only be granted with prior approval from supervising HD and AM.

Article III. ACADEMIC EXPECTATIONS

The SSM positions within Residence Life are crucial to the success of the overall community development program. One of the goals is to foster academic success for all students including our student employees. In order to serve as good academic role-models, as well as ensure that they succeed in their own academic pursuits, a minimum cumulative GPA has been established for students to apply for and retain these important roles. Residence Life follows and adheres to the institutional policies established by the Office of the Registrar.

Section 3.01 Employment Offers/Rescinding Offers

Current SSMs with employment offers for the upcoming academic semester or year may be terminated if a SSM's GPA falls below standards (undergraduate 2.50, graduate 3.0). Offers for individuals who have not previously worked as SSMs at Georgia Tech who's cumulative GPA drop below standard (undergraduate 2.50 or graduate 3.0) will be rescinded. If an offer is rescinded, the student's name may return to the alternate list for future hire if the cumulative GPA improves.

- (a) Cumulative GPA - All undergraduate student staff must maintain at least a 2.50 cumulative GPA each semester while employed by Residence Life. Employment will be terminated for SSMs whose cumulative GPAs fall below 2.50 for undergraduates and 3.0 for graduates and there is not an option available for probation.