



## Department of Housing & Residence Life

### RESIDENT ADVISOR (RA) - *Position Description & Responsibilities AY 2018-2019*

The function of the Resident Advisor (RA) position is to work with residents to facilitate and develop an environment within residence halls to building community, support academic success, multicultural awareness, and personal growth. The RA works closely with the Hall Director (HD) to maintain a level of consistency both within the area and within the department. This student staff position requires dedication, flexibility, commitment and enthusiasm as the staff member will actively respond to the changing needs and situations of residents. The RA works directly with the HD and receives additional direct supervision and training from the HD, the CETL class and department.

#### **MINIMUM QUALIFICATIONS**

- Student must have completed at least 1 year of college by start date.
- Student must be in good standing with the Institute: academic, financial, and conduct.
- Student must be enrolled as a full time student with a minimum of 12 hours for undergraduates and 9 for graduate students or registered for a Georgia Tech approved Co-Op, Internship or Externship.
- Undergraduate students must have a 2.5 semester/2.5 cumulative GPA. Undergraduate transfer students are hired conditionally based on their achievement at their previous institute.
- Graduate student applicants must have 3.0 GPA for both the semester & cumulative. 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.
- Student must be eligible to work on campus in the United States.
- Student must sign a housing contract.

#### **REQUIREMENTS**

##### **Period of Employment and Time Commitment**

- Appointments are made for one academic year. The academic year is defined as the current Fall Semester to Spring Semester. An appointment does not guarantee a summer appointment or continued employment..
- RAs must be available prior to, during and following Housing Openings and Closings to complete check-in and check-out administrative tasks. The RA must also be available during semester breaks to complete administrative tasks and perform duty. Travel plans must be made in accordance to the Commitment Calendar.
- First term employment requires enrolling and attending a 15 week, 1 credit hour training class involving homework.
- A RA's principal non-academic activity is their position. Additionally, extracurricular activities are not to conflict with the time needed to be available and accessible to residents.
- The weekly time commitment is a maximum of **20 hours**, and the position may require additional hours during peak periods.
- RAs must be given approval from the supervisor to be away from campus for more than 24 hours.

##### **Training and Staff Development**

- All RAs are expected to attend several training sessions and staff development activities throughout the year. These include, but are not limited to:
  - Spring Orientation (1 weekend day);
  - Fall Training (a two week period prior to August opening);
  - Winter Training (two business days prior to opening);
  - Weekly staff meetings, individual meetings with supervisor, and regular Hall Council meetings;
  - Periodic in-service sessions

#### **Staff Duty**

- All RAs will assume duty responsibilities on a regular basis.
- In general, a RA on duty must remain in their duty area when not on a duty round between the hours of 8 PM and 8 AM.
- RAs will be on duty approximately once a week or 2 - 4 times a month. This may differ based on duty area and size of staff.
- A RA may be asked to provide additional coverage during designated times such as Homecoming, holiday break, severe weather situations, special emergencies and athletic events.

#### **Academic Expectations (in general)**

- Cumulative and Semester GPA—All RAs must maintain the minimum requirements needed to apply. No undergraduate or graduate student with a cumulative GPA below 2.5 and 3.0, respectively, can remain on staff.

#### **Other Expectations of Employment**

- RAs will be expected to regularly report to their Hall Director the happenings on their floor community as it relates to their residents and building upkeep.
- RAs will be responsible for nurturing the development of a community where students can achieve a sense of identity, be invested, have influence, and be involved toward being independent members of their community.
- RAs must satisfactorily complete all requirements of their job description and conditions.
- RAs are expected to know and abide by all Institute Policies, Housing regulations, and contractual regulations.
- RAs should recognize their room also serves as an area for resident conversations and other job related activities.
- RAs will be expected to provide programming for residents as outlined in their educational development plans (EDP).

#### **Rooms and Roommates**

- RAs are assigned housing upon employment and required to live there.
- RAs in suites/apartments receive a room within and may request a specific number of "roommates". Information will be provided before the Spring Room Selection.
- All RAs must sign a housing contract. All roommates of a RA must have a clear understanding of the RA position.

#### **Remuneration**

- Full Rent (for RAs in suites or traditional apartments) or a rent credit equivalent to a one bedroom rate for a family housing apartment in "family housing."
- A stipend of \$407.00/semester is paid to undergraduate RAs.
- There are additional opportunities to earn pay for working break duty for undergraduate students only.
- Graduate students are not eligible to receive a stipend or break duty compensation.