



## RESIDENT ASSISTANT JOB DESCRIPTION

### BASIC FUNCTION

Resident Assistants are live-in student staff members in the Department of Housing and Residence Life. RAs build positive communities through the creation of engagement opportunities for residents. They work to form individual relationships with all residents. They serve on duty to help create safe, respectful, and academically-conducive environments that foster student success and help connect residents to campus resources. They are positive role models and strive to be leaders.

### RESPONSIBILITIES

#### *Community Development*

- Resident Assistants are visible, available, and approachable to the community
- Resident Assistants treat community members fairly
- Resident Assistants create programmatic opportunities that benefit residents
- Resident Assistants create communities where members treat others with respect
- Resident Assistants build communities that are inclusive of others
- Resident Assistants encourage residents to engage with and develop relationships with other residents
- Resident Assistants mediate conflicts that occur in the community
- Resident Assistants encourage residents to care for each other and their community
- Resident Assistants are supportive of Hall Council and RHA

#### *Relationship Building*

- Resident Assistants purposefully seek to develop a relationship with each resident
- Resident Assistants demonstrate care and concern for each resident
- Resident Assistants understand issues that affect Georgia Tech residents
- Resident Assistants connect residents to campus resources
- Resident Assistants help residents in need

#### *Incident Response*

- Resident Assistants are knowledgeable of residence hall policies
- Resident Assistants meet duty and incident response expectations
- Resident Assistants follow protocols when confronting a crisis
- Resident Assistants follow up with community members after incidents
- Resident Assistants respond to facilities issues
- Resident Assistants are mandatory reporters

#### *Diversity, Equity, and Inclusion*

- Resident Assistants are inclusive of others
- Resident Assistants are familiar with issues of inclusion that affect Georgia Tech residents
- Resident Assistants create opportunities for residents to learn about themselves and others

#### *Leadership*

- Resident Assistants are team players



Resident Assistants are ethical  
Resident Assistants maintain a positive attitude  
Resident Assistants represent the Department of Housing and Residence Life positively  
Resident Assistants demonstrate mutual respect for fellow staff, residents, and campus partners  
Resident Assistants are supportive of one another  
Resident Assistants are role models and demonstrate appropriate behaviors  
Resident Assistants appropriately manage privileged information  
Resident Assistants follow department and institute policies  
Resident Assistants follow state and federal laws

*Administrative Responsibilities*

Resident Assistants maintain personal balance  
Resident Assistants complete assignments and tasks in a timely manner  
Resident Assistants are timely and present at department meetings and trainings  
Resident Assistants follow directions from their supervisors  
Resident Assistants keep their supervisors informed  
Resident Assistants assist with departmental initiatives including move-in, selection, and move-out

**REMUNERATION**

Resident Assistants are awarded rent credit for their housing and \$1000 of supplemental pay per semester. Additionally, RAs are provided a meal plan as a tool to connect with residents. While RAs may view the meal plan as a benefit to employment it is not considered compensation. RAs are provided a rent credit with the expectation that their room/apartment be utilized to help facilitate community and provide a safe space for residents experiencing distress. RAs will be assigned by housing upon appointment. The Department of Housing and Residence Life reserves the right to assign roommates or relocate staff based on the needs of the department. RAs that are graduate students do not receive supplemental pay.