

2024-2025 CONDITIONS OF EMPLOYMENT

The following conditions of employment have been established for the Resident Assistant position. While the administration of these conditions may vary, it is important to understand each in order to successfully hold the position. Failure to adhere to these conditions may jeopardize employment status. Additional specifics and descriptions of the processes associated with these policies and expectations are outlined during RA training.

QUALIFICATIONS TO HOLD THE RESIDENT ASSISTANT POSITION

1. RAs must be in “good standing” with the Institute. This includes academic, financial, and conduct standing.
2. RAs may be terminated if there is any change to their conduct standing. RAs must notify their supervisor of any changes to their standing with the Institute. Failure to do so may result in termination.
3. RAs may be terminated at any time based on their job performance.
4. RAs must be enrolled as a full-time student with a minimum of 12 credits hours (9 for summer) for undergraduate students and 9 credit hours (6 for summer) for graduate students - or be registered for a Georgia Tech approved co-op and internship. If an RA believes they may need to drop below the required number of hours, they must first contact their respective Associate Director of Residence Life.
5. Undergraduate students must maintain a 2.5 cumulative GPA. If an RA’s cumulative GPA falls below 2.5 the position will be rescinded and the RA terminated.
6. Graduate student must maintain a 3.0 cumulative GPA. If an RA’s cumulative GPA falls below 3.0 the position will be rescinded and the RA terminated.
7. Student must sign a housing contract. RAs may be financially responsible for the remainder of their contract if they exit the position prior to the end of the contract date.
8. The RA position is a one-year position. Appointments are made for the Fall and Spring semesters. A separate selection process is conducted for the summer semester and the following academic year.
9. RAs may be terminated immediately if they accept an opportunity that prevents them from completing a full academic year of employment. This includes, but is not limited to, study abroad during the Fall or Spring terms, a co-op further than 25 miles from the Institute, a co-op on campus with GTRI or other GT Department, applying to graduate at the end of the Fall semester, etc.
10. RAs may not serve as FASET Leaders or FASET Cabinet members concurrently with their RA position.
11. RAs must be available prior to, during, and following resident move-in and move-out to complete move-in and move-out tasks.

JOB PERFORMANCE EXPECTATIONS

1. RAs will assume duty responsibilities as described in the position description.
2. RAs serve as role models.
3. RAs are expected to be in agreement with the student Code of Conduct and Guide to Community Living.
4. RAs are responsible for nurturing the development of a community where students feel safe, respected, can learn from their environment, and be academically successful.
5. RAs must satisfactorily complete all requirements of their job description and conditions as determined by their supervisor.
6. RAs should recognize that their room serves as an area for confidential conversations with residents and other job-related activities. In deciding how their room will be used, the RA should use sound judgment in how that use will affect the perceptions of the community.

7. RAs will be expected to provide engagement opportunities for residents as outlined in their staff community development plans.
8. RAs are expected to attend training sessions and staff development activities throughout the year. These include, but are not limited to:
 - a. Fall Training (a two-week period prior to August opening)
 - b. In-service sessions as arranged by the supervisor or Housing and Residence Life departmental staff
 - c. Weekly staff meetings and individual meetings with supervisor
 - d. Hall Council meetings as outlined by supervisor
 - e. Winter Training (two-three days prior to January move-in)
 - f. QPR Training
9. All residence halls are open during holiday breaks (Fall Break, Thanksgiving Break, Winter Break, and Spring Break, etc.). Some RAs will be required to work during break periods with additional compensation provided. RAs must also be available during semester breaks to complete administrative tasks and perform duty responsibilities. The Department of Housing and Residence Life will inform the RA regarding mandatory return and departure dates. See the Commitment Calendar for more information.
10. RAs must be given prior approval from their direct supervisor to be unavailable to assist or respond to the building during duty hours (weekdays from 7:00 PM – 8:00 AM and 24 hours on weekends). Examples include, but are not limited to, staying away overnight from assigned room, going away from campus for an extended period of time, studying overnight in library or lab, etc.
11. Travel plans must be made in accordance to the Housing move-in and move-out, Institute breaks, and the RA training schedule. It is expected that RAs are present and working during move-in, move-out, and all training sessions. If your travel plans interfere with any of the above, you may be terminated.
12. The RA's principle non-academic activity is their position. Approved co-curricular activities are not to conflict with the time needed to be available and accessible to residents.
13. Other time commitments (i.e. internships, co-ops, Greek organizations, athletics/intramural, student organizations, etc.) must be discussed with their supervisor. This includes any time commitments that they may have had prior to employment by the Department of Housing and Residence Life and any future time commitments.
14. RAs are expected to maintain a professional level of confidentiality regarding information about residents and staff. Personal information should not be discussed in public spaces. Information should be shared up, not out, unless expressly communicated by the supervisor. RAs are expected to understand, and be in agreement with, FERPA to keep student information private.
15. RAs should strive to create positive relationships with all Housing and Residence Life and Institute staff. Information or criticism is welcome, but should be reported in an appropriate fashion following the department's organizational chart and protocols. RAs should always first report concerns to their direct supervisor when possible.