



## Department of Housing and Residence Life Student Staff Member Position Descriptions

Each year the Department of Housing and Residence Life recruits students to serve in our residence halls. Our team of 290 student staff hold positions as either Peer Leaders or Resident Advisors. Our core mission is to build community where residents feel safe. Student Staff Members (SSMs) facilitate personal interactions on a daily basis with residents and respond to crisis by initiating appropriate referrals to campus services and resources. They also serve on duty and plan programs for their residents. By using passive & active initiatives, resident conversations and hosting community meetings, RAs and PLs foster community that is respectful of diversity, conducive to academic success, and focuses on getting the residents involved in their communities.

### Residence Life Goals

As Residence Life, we commit to the creation of safe environments in alignment with the Institute's values through the facilitation of purposeful opportunities for residents to live, learn, work, and play. The Residential Student Experience focuses on diversity, wellness, community engagement and involvement of residents. Student staff help us achieve this through community meetings, passive and active initiatives and through individual interactions with residents.

### Student Staff Members serve residents daily by:

- Promoting and supporting the health, safety and wellness of residents,
- Facilitating the development of a sense of community,
- Developing individual relationships with residents,
- Serving as productive member of the staff team,
- Fostering intentional learning & development amongst residents, and
- Demonstrating ethical leadership and professional skills

### DISTINCTIONS between RA and PL 2019-2020 are below

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*Resident Advisors (RA) work with residents in suites, undergraduate apartment & graduate and family housing.*

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. Resident Advisors (RA) work with residents to facilitate and develop inclusive environments within residence halls where residents feel safe. Through building community that fosters academic success, multicultural awareness, and personal growth RAs engage in residents daily. The RA works closely with the Hall Director (HD) to meet the needs of their residents through their area's Residential Student Experience model. This student staff position requires the staff member to respond to incidents on and off duty. The RA works directly with the HD and receives additional direct supervision and training from the HD, the CETL class and department. RA Communities range in size from 30-72 residents.

*Peer Leaders (PL) work with our first year experience students in our first year experience halls.*

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 who are new to the Georgia Tech community. PLs support GT welcome week activities and freshmen leadership organizations through intentional conversations and programmatic support. PLs help residents acculturate to GT by helping residents develop community standards and wellness focused activities. Living in the First Year Experience program residents become a part of the community PLs build which fosters their intellectual, social, and cultural growth. PLs assist students as they define their sense of identity and become independent members of their community. The PL works closely with the Hall Director (HD) to be sure if a resident is experiencing a crisis our department provides them resources. The PL works directly with the HD and receives additional direct supervision and training from the Resident Hall Director, their Area Manager, department and through the CETL course in their first term. PL Communities average 22 residents each.

## *Qualifications for all Student Staff Members*

- 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 conditionally hired 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 staff housing contract after they have accepted their position.

## *Expectations for all student staff members:*

- SSM will assume duty responsibilities on a regular basis (averages 2-4 days per month) & remain in their explicit duty area when on duty between the hours of 8 PM and 8 AM Sun-Thursday, or 8 pm to 8 pm on Friday and Saturday Duties.
- SSMs may be asked to provide additional coverage during designated times such as Homecoming, holiday break, severe weather situations, special emergencies and athletic events.
- SSMs will be present in their communities to facilitate relationship building & understand their community's needs
- SSMs regularly report to their Hall Director the happenings on their floor community as it relates to their residents and building upkeep.
- SSMs will be responsible for nurturing the development of a community.
- SSM weekly meeting expectations will be shared by each Resident Hall Director but will include:
  - Student staff meetings
  - One on one supervisory meetings
  - Attend and publicize Hall Council meetings
  - Address critical and emergent issues as they occur
  - Host community meetings monthly
  - Initiate resident conversations daily
  - Create Passive/Active initiatives as required by their RSE plan
- SSMs should recognize their room also serves as an area for resident conversations and other job related activities.
- SSMs will be responsible for nurturing the development of a community.
- SSMs must satisfactorily complete all requirements of their job description and conditions.
- SSMs are expected to know and abide by all Institute Policies, Housing regulations, and contractual regulations.

## *Period of Employment and Time Commitment Expected*

- SSM appointments are made for one academic year (August through May). The academic year is defined as Fall Semester to Spring Semester. An appointment does not guarantee a summer appointment or continued employment.
- SSMs must be available prior to, during and following Housing Openings and Closings to complete check-in and check-out administrative tasks.
- SSMs must be available during semester breaks to complete administrative tasks and perform duty.
- SSMs must make travel plans in accordance to the Department Commitment Calendar.
- SSM's principal non-academic activity is this position.
- 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.
- SSMs must be given approval from the supervisor to be away from campus for more than 24 hours.

## *Training and Staff Development Required*

- All SSMs are expected to attend several training sessions and staff development activities throughout the year.
- Standard training includes 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);
  - Passing the 1 credit staff class, CETL 3000, their first term.
  - Attending the QPR suicide prevention training in their first semester.

## *Rooms and Roommates*

- SSMs are assigned by housing upon employment and are required to live there.
- RAs in suites/apartments receive a room and may request a specific number of "roommates" depending on apartment size if requested on time before the Spring Room Selection. All roommates of an RAs must have a clear understanding of the RA position.
- RAs and PLs must sign a housing contract.
- PLs normally do not normally receive roommates, but housing reserves the right to do, so based on the first year class size and departmental need.

## *Remuneration RAs & GHAs*

- Full Rent for RAs in suites, standard apartments & a stipend of \$407.00/semester is paid to undergraduate RAs
- Graduate Housing Assistants in TAH housing receive a rent credit equivalent to up to a one-bedroom rate for a family housing apartment.
- There are additional opportunities to earn pay for working break duty if the RA/GHA is an undergraduate student.

## *Remuneration PLs*

- Full rent in the traditional and suite housing placement & Undergraduate PLs receive a stipend of \$300/semester
- A 75 block meal plan to be use as a tool of community building
- There are additional opportunities to earn pay for working break duty if the PL is an undergraduate student
- The department reserves the right to assign PLs roommates or relocate PLs based on the needs of the incoming class each summer.