

## **RESIDENT ASSISTANT JOB DESCRIPTION**

### **BASIC FUNCTION**

Resident Assistants are live-in student staff members in the Department of Housing and Residence Life. Resident Assistants 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

# Georgia Tech Housing and Residence Life

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, a meal plan, and \$1000 of supplemental pay per semester. Resident Assistants 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. Resident Assistants are provided a meal plan to help facilitate community outside of the residence hall. Resident Assistants 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. Resident Assistants that are graduate students do not receive supplemental pay.