



2027-2028 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 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.

JOB PERFORMANCE EXPECTATIONS

1. RAs will assume duty responsibilities as described in the position description.
2. RAs serve as role models by demonstrating integrity, professionalism, and positive decision-making in both academic and personal settings.
3. RAs are expected to be in compliance with the [Student Code of Conduct](#) and [Residence Hall Community Policies](#).
4. RAs are responsible for nurturing the development of a community where students feel safe and 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. This includes, but is not limited to, submitting all administrative tasks and documentation required of the RA position in a timely manner.
6. RAs should recognize that their room may serve as an area for private conversations with residents and other job-related activities.
7. RAs are expected to provide engagement opportunities for residents as outlined in their staff community development plans.
8. 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 or with other students. Information should be shared up, not out, unless expressly communicated by the supervisor. RAs are expected to understand and be in compliance with FERPA to keep student information private.
9. RAs should strive to create positive relationships with all Housing and Residence Life and Institute staff. Feedback is welcome but should be reported in an appropriate fashion following the department's organizational chart and protocols. Whenever possible, RAs should report concerns to their direct supervisor first.

AVAILABILITY AND TIME COMMITMENT

Below is important information regarding the time commitment for the RA role. See the Commitment Calendar for a more detailed list of dates and requirements.

1. 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 one-week period prior to August opening)
 - b. All move-in's and move-out's
 - c. Week of Welcome
 - d. In-service sessions as arranged by the supervisor or Housing and Residence Life departmental staff
 - e. Weekly staff meetings on Tuesdays from 8:00 p.m. – 10:00 p.m.
 - f. Individual meetings with supervisor
 - g. Hall Council meetings as outlined by supervisor
 - h. Spring Training (a two to three day training prior to January move-in)
2. All residence halls are open during holiday breaks (Fall Break, Thanksgiving Break, Winter Break, Spring Break, etc.), and some RAs must serve on duty to ensure coverage during breaks. Additional compensation will be provided to RAs who serve on duty during defined break periods. 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. RAs who fail to adhere to specified arrival and departure dates will be subject to performance action.
3. RAs are expected to make travel plans in accordance with the Housing move-in and move-out dates, 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 an RA's travel plans interfere with any of the above, they may be terminated.
 - a. RAs are required to share their anticipated date and time of arrival to campus with their supervisor by July 9, 2027.
4. RAs are expected to obtain approval from their direct supervisor if they plan 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.
5. RAs are expected to be available for emergencies as needed. This may involve being on call or adjusting schedules to ensure coverage during critical situations. RAs are expected to prioritize the RA position as their principle non-academic activity. Approved co-curricular activities are not to conflict with the time needed to be available and accessible to residents.
6. RAs are expected to discuss other time commitments (i.e. internships, co-ops, Greek organizations, athletics/intramural, student organizations, etc.) with their supervisor. This includes any time commitments that they may have had prior to employment with the Department of Housing and Residence Life and any future time commitments.

QUALIFICATIONS TO MAINTAIN THE RESIDENT ASSISTANT POSITION

1. RAs must remain 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 for undergraduate students and 9 credit hours for graduate students - or be registered for a Georgia Tech approved co-op or internship.
 - a. If an RA believes they may need to drop below the required number of hours, they must first contact the Associate Director of Residence Life for approval.
5. Undergraduate RAs must maintain a 2.5 cumulative GPA. Graduate students must maintain a 3.0 cumulative GPA. Failure to maintain these requirements will result in termination of the RA position.
6. Participation in additional leadership opportunities must be approved. RAs may not hold any of the following positions concurrently with the RA role:
 - a. On-campus student positions consisting of more than 8 hours per week
 - b. Positions with GTRI
 - c. FASET Leaders or FASET Cabinet members
 - d. Graduate Research Assistant (GRA) or Graduate Teaching Assistant (GTA)
 - e. Co-op further than 25 miles from the Institute
7. The RA position is a one-year position. Appointments are made for one academic year, consisting of the Fall and Spring semesters. A separate selection process is conducted for the Summer semester.
8. RAs must be available for both the Fall and Spring semesters. 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, any of the positions listed above (point 6), study abroad during the Fall or Spring terms, applying to graduate at the end of the Fall semester, etc.