Programming Assistant (PA) Job Description

Job Title: Programming Assistant (PA)  Department: University Housing  Reports To: LLC Graduate Assistant

Dates: PAs are generally hired to serve on the University Housing Staff from the start of the fall training through the end of the spring semester, which includes working through spring commencement. Summer is not part of the academic year appointment.

General Job Summary
The primary responsibility of the Programming Assistant is to maintain an environment in the residence hall that is conducive to the academic success, intellectual growth and social development of the residents residing in Living-Learning Communities (LLCs). The Programming Assistant is expected to serve as a role model on campus, exhibit the ability to be an effective listener and resource, and to show ethical behavior at all times.

Due to the unique nature of the position of the Programming Assistant, work cannot easily be translated into hours worked per day. The position requires regularly scheduled responsibilities (e.g., staff meetings, staff training, programming, etc.) as well as informal interactions with residents, which require the Programming Assistant to be visible and accessible in the residence halls. The time commitment will be, on average, 10 hours per week. The position requires some evening and weekend commitments (e.g., evening programs in the residence hall); as such, this is a live-in position.

Minimum Requirements
- Have and maintain a 2.75 cumulative GPA and 2.5 semester GPA;
  - *Applicants for the Honors LLC must meet the GPA requirements for the Honors College
- Be classified as a sophomore, junior, senior or graduate student for the upcoming academic year;
- Attend all required staff meetings (Wednesdays from 4:30pm to 6:30pm) and trainings;
- Have demonstrated leadership ability through active participation in community or campus organizations;
- Exhibit sensitivity and genuine concern for others and a commitment to personal growth;
- Possess strong interpersonal, critical-thinking, and communication skills;
- Have demonstrated knowledge and understanding of academic and social programming through prior experience; and
- Completion of Panther LEAP (University Housing leadership program).

Compensation and Benefits:
Room and meal benefits are considered non-taxable income but may impact financial aid eligibility. Students should consult their financial aid advisor to determine potential impact.

- $1500 per semester toward housing fees
- Partial meal plan (35 meals per semester) for use at GSU dining halls (when in full operation)
- Specific room assignment located on respective Living-Learning Community floor
- Valuable leadership and communication opportunities with the University community

Essential Functions of PA Position
The PA position involves working and residing in the same environment. A large part of an PA’s duties involve programming for residents in LLCs and working directly/collaborating with faculty and other University Housing staff. As such, a PA’s personal and professional lives are both highly visible to and impactful upon the many residents with whom the PA interacts. Therefore, essential to the PA’s position are the following things:

- Demonstrating excellent personal and professional judgment;
- Modeling responsible, healthy, and mature behavior and habits; and
- Compliance with University policy and applicable law.
Job Responsibilities:

Role Model

- Model healthy and responsible decision making. Exercise good judgment in actions, behaviors, and choices, refraining from risky or irresponsible behavior
- Maintain a minimum cumulative GPA of 2.75 and semester GPA of 2.5.
- Support the academic nature of this position through attitude and behavior. Attend classes on a regular basis
- Adhere to all University Housing policies, GSU Student Code of Conduct and policies, and all local, state, and federal laws
- Maintain a positive attitude toward the University and the University Housing Department
- Be aware of how you are perceived and avoid situations that may compromise credibility, integrity, and reputation of the department, University or yourself as a representative of the University
- Maintain a balance between responsibilities as a staff member, student, student leader, and personal life.

Community Building

- Develop, organize, and inform residents of University and City of Atlanta events and activities that provide social, educational, cultural, and recreational opportunities for residents
- Know floor residents’ names and information about them. Maintain a high level of visibility by interacting with residents
- Encourage and maintain a living-learning environment and atmosphere that is enjoyable and safe
- Develop academic and/or social programs in accordance with University Housing programming model (an average of 1-2 programs per month)
- Foster a positive academic environment

Administrative

- Attend and participate in all required training workshops, in-services and staff meetings
- Know the proper usage of forms and complete forms/reports accurately and in a timely fashion
- Assist with the recruitment of residential students for Living-Learning Communities
- Meet regularly with the LLC & Academic Initiatives Team, Housing Faculty Fellow (if applicable) and the Residence Hall Director overseeing the Living-Learning Community
- Possess strong organizational, word processing and communication skills
- Pay attention to detail, meet deadlines, and work both independently and in a team
- Be computer literate, which includes proficiency in Microsoft Office
- Responsible for any communication that is sent to GSU account on a daily basis; University Housing’s primary mode of email communication is your GSU email account.
- Disseminate information to students via postings, floor meetings and individual interaction
- Other duties as assigned by the LLC Graduate Assistant, Residence Hall Director and Coordinator of LLCs & Academic Initiatives

Team Member

- Maintain cooperative lines of communication with other staff. Communicate on a regular basis with supervisors and other staff regarding academic, personal and University Housing concerns and issues
- Respond in an appropriate manner to all feedback received from supervisors, staff members, students, and customers
- Serve as a liaison to students for University Housing, the Residence Life staff, RHA, Hall Councils, the GSU Police Department, and other departments on campus
- Participate in housing and University committees as requested or assigned
- Participate in teambuilding and staff development activities offered throughout the year
General Position Requirements

Meal Plan
PAs receive the meal plan to interact, engage, and build community with Housing residents. The meal plan is to be used in the dining centers located in Patton Hall and Piedmont North when the dining halls are open and the University is in full-session. The following conditions apply to PA meal plans:

- 35 meals per semester
- PAs must abide by Dining Service policies for use of the meal plans and the dining facilities
- PAs should use their staff meal plan in the dining halls to eat with residents
- PAs may not use their meal plan for guests
- The PA meal plan does not carry meal period restrictions
- PAs are expected to provide feedback and information regarding the quality of their interactions with students and the meal plan/dining center experience

Staff Meetings and Training

- Mandatory staff meetings and trainings are held during the semester – times and locations to be announced. Additional meetings may be scheduled based on needs of the residential communities. Meetings and training sessions may occur on nights and weekends and dates, times, and locations are subject to change.
- Some of the training sessions and special events PAs are required to attend throughout the year include but are not limited to:
  - Spring Orientation
  - Fall Training
  - Spring Training
  - Panther LEAP
  - Student Staff/Pro Staff Selection processes
  - Housing Opening.

Reappointment
Reappointment is not guaranteed. PAs wishing to be rehired for another year must go through the Reappointment Process, which involves an interview and a review of performance history, performance evaluations and motivation to return to staff. PAs will be notified of their rehire status and placement by their supervisor.

Disciplinary Action

- Violation of performance expectations, University or Housing policies or unacceptable conduct may result in disciplinary action up to and including termination. PA performance and conduct may impact student employment status in other positions held by the student.
- PAs may have disciplinary employment actions reviewed. The request for review must be made to the Coordinator for LLCs and Academic Initiatives, in writing, within 2 days of the employment action, and state the reason(s) for review. After review, the PA will be informed of a final decision (Upon request for review, terminations will be held in suspension until a final decision is rendered).
- PAs who resign or are terminated may be given up to one week to check out of their current space and relocate, as determined in the sole discretion of University Housing. PAs wanting to remain living on campus may be given a new room assignment. Room assignments will be made by the Assistant Director for Business Services and Financial Operations (or designee) in consultation with the Residence Hall Director. New assignments will not be made to the residential community where the PA served. All policies regarding residency requirements will apply. All compensation and benefits discontinue as of the date of resignation or termination.

University Property

- PAs are responsible for University property and equipment assigned for their use. Misuse, damage or loss of computers, phones, keys, and other University property and equipment may result in disciplinary employment action, liability for replacement cost.
- PAs may not allow University property/equipment assigned or made available to them to be used by third parties except with the advance permission of a Housing supervisor.