

Job Title: Programming Assistant (PA) **Department:** University Housing **Reports To:** Coordinator of Residential Learning Initiatives

Dates: August-May

POSITION DESCRIPTION:

The position 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 up to 10 hours a week. The position requires some evening and weekend commitments (i.e. – evening programs in the residence hall); as such, this is a live-in position.

REQUIREMENTS:

- Applicants must have at least a 2.75 cumulative GPA and 2.5 semester GPA
 - Applicants for the Honors LLC must meet the GPA requirements for the Honors College
- Attend all required staff meetings (Wednesdays from 4:30pm to 6:30pm) and trainings
- Must possess leadership potential as shown through past leadership experiences, recommendations, and a desire to advocate for residents
- Must exhibit sensitivity and genuine concern for others and a commitment to personal growth
- Must have strong interpersonal, critical-thinking, and communication skills
- Experience must demonstrate knowledge and understanding of academic and social programming through prior experience
- Must participate in and complete Panther LEAP (University Housing leadership program)

SUMMARY OF POSITION RESPONSIBILITIES:

- Assist with the recruitment of residential students for Living-Learning Communities
- Maintain a high level of visibility by interacting with residents
- Develop academic and/or social programs in accordance with University Housing Residential Curriculum
- Be an academic and professional role model to students
- Meet regularly with the LLC & Academic Initiatives Team, Housing Faculty Fellow (if applicable) and the Coordinator overseeing the Living-Learning Community
- Foster a positive academic environment
- Strong organizational, interpersonal, word processing and communication skills
- An attention to detail; the ability to make decisions, meet deadlines, work independently, and work in a team
- Computer literacy, which includes Microsoft Office, is required
- Other duties as assigned by the Residence Hall Director and Coordinator of Residential Learning Initiatives

COMPENSATION:

Compensation for the Programming Assistant is: No less than \$1500 per semester toward housing fees, and a partial meal plan (35 meals per semester) for use at GSU dining halls (when in full operation).

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 by attending 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 familiarize yourself with the residents that live in the building
- Encourage and maintain a living-learning environment and atmosphere that is enjoyable and safe
- Advise residents concerning academic, social, and personal issues by serving as a listener and a helper for residents
- Serve as a resource for students by becoming familiar with Georgia State departments, programs and services

Administrative

- Attend and participate in all required training workshops, In-services, and staff meetings
- Know the GSU Student Code of Conduct and Policies, and University Housing policies and procedures
- Report students issues, incidents and violations of Housing and University policies and procedures in a timely manner
- Provide security support for residence hall by addressing safety and security violations
- Document and report any physical damage or repairs to buildings, furniture, appliances, elevators, and operating systems
- Refer residents to the online maintenance request to report maintenance issues in their apartments / rooms
- Assist with regular University Housing events such as move-in, Panther Welcome, move-out, and student staff selection
- Serve as University Housing representative during Incept conferences, campus visitation days, and other special events
- Check your mailbox regularly, post any signs and deliver any resident mail that may have been left for you that day
- University Housing's primary mode of email communication is your GSU email account. PAs are responsible for any communication that is sent to their GSU account on a daily basis
- Disseminate information to students via postings, floor meetings, and individual interaction
- Other duties as assigned

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;

Staff Meetings and Training

- Mandatory weekly staff meetings and bi-weekly in-service training 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
 - Semester openings, closings and transitions

Involvement

- PAs must refrain from additional activities that may interfere with the ability to dedicate time to the PA position. This includes but is not limited to outside employment, student activities, clubs and organizations, student teaching, internship, externship, field experience, or other responsibilities that will take them out of their community. PAs are strongly encouraged to discuss current involvement in all activities with supervisor to help minimize the potential for problems.
- First-Semester PAs must receive permission from their supervisor before taking part in any social Greek organization rush/recruitment events or accepting any bid/invitation to join due to the potential conflict between time commitments of the PA position and the Greek recruitment process.
- PAs may not hold any position on Area/Hall Council or the Residence Hall Association (RHA). PAs must receive prior approval from their supervisor to hold any executive board positions in University organizations. All organizational commitments (both in and outside of the University) must also be discussed in advance with the PA's supervisor.

Reappointment

Reappointment is not guaranteed. PAs wishing to be rehired for another year must go through the **Reappointment Process**, which involves 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

Outside Employment

PAs are not permitted to work (paid or unpaid) outside the University. PAs may work for University Housing and other University departments on campus up to a maximum of 16 hours a week so long as they follow the established process outlined in the **Additional Employment Policy**. University Housing opportunities for student employment are available in such areas as the mail room, community desks, Learning Centers, or parking.

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 Assistant Director 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 Associate Director for Business Operations and Financial Services (or designee) in consultation with the Residence Hall Director. New assignments will not be made to residential communities where the PA served. All policies regarding residency requirements will apply. All compensation and benefits discontinue as of the date of resignation or termination.

Break Periods

- PAs are not required to work when University offices and/or residence halls are closed. Dates when the University is officially closed can be found on the GSU website.

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 Professional Staff Member.