Job Title: Graduate Assistant (GA)  Department: University Housing  Reports To: Assistant Director, Residential Student Success and Retention

Dates: GAs are generally hired to serve on the University Housing Staff July-April. Summer is not part of the academic year appointment.

General Job Summary
The Graduate Assistant (GA) position is a 10-month position. The primary function of this position is to work with undergraduate student staff and residents to develop a comfortable community and assist them in their academic success and personal growth. Emphasis is given to meeting with residents and staff, developing educational initiatives, and advising student leaders. Furthermore, this GA will assist in supervision of the First Year Residential Experience (FYRE) Mentors. This person will work with the Assistant Director for Residential Student Success and Retention to develop programming for the University Housing Learning Centers, which is to include tutoring, faculty/advisor officer hours, and scheduled workshops by various GSU departments. The Academic Initiatives GA reports to the Assistant Director for Residential Student Success and Retention.

Minimum Requirements
A student who wishes to serve as a GA:
- Must be in good standing and approved by the graduate student’s department in order to receive tuition remission.
- Must be enrolled for no more than 12 credit hours.
- Must work total of 20 hours per week
- May not accept other employment on or off campus.
- May not be on academic internship status while working for University Housing.
- Appointments are for one academic year, although responsibilities begin early July and the appointment ends after spring semester closing of the residence halls in May. Summer employment may be available with returning staff given priority.
- Reappointment is based on job performance, evaluation and continued enrollment.
- A criminal background check will be conducted.

Compensation and Benefits
- $12,000 Total Compensation. For the months of July–April, the payment will be $1200 at the end of each month.
- Full in- or out-of-state tuition waiver—provided on approval by graduate department
- Partial meal plan each semester (35 meals), when classes are in session, valued at $630.
- Please note that on-campus housing and parking are not included as part of compensation

Preferred Qualifications
- Previous on campus residence hall living experience
- Experience with counseling or mediating conflict.
- Experience presenting programs, instructing classes or seminars.
- Understanding of leadership position within a Housing environment
- Excellent verbal and written communication skills.
- Customer Service experience.
- Excellent organization and administrative skills.
- Experience with staff supervision, development and training.
- Knowledge of general security issues, a residence life duty system, policies and procedures in a college/university residence life environment
Job Responsibilities

General

- Foster a supportive and challenging multi-cultural environment through community programming and engaging with residents and student staff
- Participate in professional and graduate staff recruitment, selection and training
- Participate in fall and winter staff training, professional development and student staff in-services
- Communicate, enforce and abide by all university and department policies and procedures
- Serve on a minimum of one Residence Life committee or task forces
- Attend weekly Professional Staff Development on Wednesdays, 9 a.m. – 11 a.m.
- Develop and conduct assessments of various programs/services pertaining to Academic Initiatives
- Perform additional duties related to Academic Initiatives as assigned.

Learning Centers

- Assist with the hiring process and staffing of the Learning Centers
- Assist with the management of the Student Assistants in the Learning Centers
- Assist with the overall upkeep of the Learning Centers
- Manage resources and equipment within the Learning Centers
- Assist with planning & implementation of training for students that work in residence hall Learning Centers
- Order supplies for Learning Centers and monitor budget for Learning Centers
- Complete mid-year and yearly evaluations for Learning Center Staff

FYRE

- Conduct regular staff and one-on-one meetings with mentors
- Train, supervise and evaluate FYRE Mentors
- Manage programming efforts for FYRE program
- Coordinate logistics of Camp FYRE
Job Title: Graduate Assistant (GA)  Department: University Housing  Reports To: Coordinator of Residential Leadership & Civic Engagement

Dates: GAs are generally hired to serve on the University Housing Staff July-April. Summer is not part of the academic year appointment.

General Job Summary
The Graduate Assistant (GA) position is a 10-month position. The primary function of this position are to coordinate civic engagement opportunities, leadership development programs, and departmental programming. Furthermore, this GA will advise the University Housing Green Team to lead sustainability initiatives within the residence halls. The Residential Leadership GA reports to the Coordinator of Residential Leadership & Civic Engagement.

Minimum Requirements
A student who wishes to serve as a GA:

- Must be in good standing and approved by the graduate student’s department in order to receive tuition remission.
- Must be enrolled for no more than 12 credit hours.
- Must work total of 20 hours per week
- May not accept other employment on or off campus.
- May not be on academic internship status while working for University Housing.
- Appointments are for one academic year, although responsibilities begin early July and the appointment ends after spring semester closing of the residence halls in May. Summer employment may be available with returning staff given priority.
- Reappointment is based on job performance, evaluation and continued enrollment.
- A criminal background check will be conducted.

Compensation and Benefits

- $12,000 Total Compensation. For the months of July–April, the payment will be $1200 at the end of each month.
- Full in- or out-of-state tuition waiver–provided on approval by graduate department
- Partial meal plan each semester (35 meals), when classes are in session, valued at $630.
- Please note that on-campus housing and parking are not included as part of compensation

Preferred Qualifications

- Previous on campus residence hall living experience
- Experience with counseling or mediating conflict.
- Experience presenting programs, instructing classes or seminars.
- Understanding of leadership position within a Housing environment
- Excellent verbal and written communication skills.
- Customer Service experience.
- Excellent organization and administrative skills.
- Experience with staff supervision, development and training.
- Knowledge of general security issues, a residence life duty system, policies and procedures in a college/university residence life environment

Job Responsibilities

General

- Foster a supportive and challenging multi-cultural environment through community programming and engaging with residents and student staff
- Participate in professional and graduate staff recruitment, selection and training
- Participate in fall and winter staff training, professional development and student staff in-services
- Communicate, enforce and abide by all university and department policies and procedures
- Serve on a minimum of one Residence Life committee or task forces
- Attend weekly Professional Staff Development on Wednesdays, 9 a.m. – 11 a.m.
- Develop and conduct assessments of various programs/services pertaining to Academic Initiatives
- Perform additional duties related to Academic Initiatives as assigned.

**Residential Leadership**
- Assist with the application & selection process of the Panthers L.E.A.P Program.
- Develop and assess the Panthers L.E.A.P Program.
- Assist with the recruitment and training process of the Panthers L.E.A.P! Mentors and Cohort Leaders.
- Serve as a resource for residential student leaders and advisors (RHA, NRHH, Community Councils, etc.)
- Assist with the Community Council Retreat each semester.

**Civic Engagement**
- Assist with the development and implementation of monthly civic engagement activities.
- Maintain accurate records of residential student participation in the civic engagement activities.
- Develop and assess civic engagement activities.
- Attend at least 2 civic engagement activities each semester.

**Departmental Programming**
- Assist with the management of the Panther CLAWS Volunteers during Move In.
- Assist with the coordination and implementation of the University Housing Welcome Programs.
- Assist in the planning, implementation and assessment of departmental programming.
Job Title: PR & Communications Graduate Assistant  
Department: University Housing

Reports To: Coordinator, Conference & Program Services

Dates: 12 month position (fall, spring and summer semesters)

General Job Summary:
The PR & Communications Graduate Assistant is a Georgia State University graduate student who serves as a member of the University Housing staff. This position is primarily responsible for developing, writing, reviewing, and disseminating marketing and promotional communications in various channels and mediums, including the social media environment, which promotes, defines, or expounds upon the attributes of University Housing. As a student employee of Georgia State, a Student Assistant is required to abide by and uphold the GSU student Code of Conduct and Policies, University Housing policies and procedures, and applicable law.

Minimum Requirements
• Be in good academic and judicial standing with University Housing and GSU
• Be a full-time student
• Participate in fall and spring trainings as needed
• Attend staff meetings and additional trainings when scheduled
• Have strong knowledge of social networks and how they can be used to benefit a college/university department (i.e. Facebook, Twitter, Instagram, LinkedIn, Flickr, Foursquare, WordPress, etc)
• Possess strong writing skills, both formally and creatively speaking
• Demonstrate positivity and professionalism and the ability to work both in a team or independently
• Possess excellent communications skills, both oral and written
• Be highly organized with the ability to multi-task under tight deadlines

Compensation and Benefits
• Hourly wage of $15.00 for up to 20 hours each week
• Valuable leadership and professional development opportunities with the University Housing community

Essential Functions of the PR & Communications Graduate Assistant
This position involves working and potentially residing in the same environment. A large part of the duties involve being a representative of the University and resource to residents and guests. As such, the core responsibilities revolve around the concept of providing good customer service.

Therefore, essential to the position are the following:
• Demonstrating excellent personal and professional judgment
• Demonstrating a positive, business-like, and courteous attitude
• Ability to give undivided attention to professional responsibilities while at work
• Following the departmental dress code while at work
• Following procedures and protocol put in place to safeguard the building, its residents, and resources
• Compliance with University policy and applicable law
• Maintain a positive attitude toward the University and the University Housing Department
PR & Communications Responsibilities

• Ensures proper implementation of University and department graphic standards and branding guidelines
• Works collaboratively with the University Housing leadership to develop strategic marketing and public relations campaigns to meet departmental communications objectives for University Housing
• With supervisor, consults and works with Enrollment Management and PR & Marketing to develop and produce departmental communications and marketing materials that are aligned and consistent with University marketing messaging and branding
• Determines targeted communications for residential populations
• Coordinates research, writing and editing for publications, press releases, Web pages, newsletters, information campaigns, and other official University Housing communications in conjunction with the Coordinator for Conference & Program Services
• Assists the University Housing with coordinating and staffing special events and other programs including, but not limited to coordination of the housing tour room, Room Selection process, Open Houses, Orientation Sessions, Housing Tours, etc.
• Maintains availability on all opening and closing weekends, as well as final exam weeks, for the fall, spring, and summer semesters, and assist central office staff with coordination and implementation of the resident check-in and check-out processes
• Develops presentation materials and attends departmental and University events to interact with prospective and current students and answer questions
• Attends, participates in, and provides support to all training, in-services, staff retreats, departmental or supervisor staff meetings, and/or University Committees or Task Forces as requested
• Coordinates website content to provide timely, accurate and targeted messages to multiple residential populations, including engaging digital content, images, 3D floor plans and videos.
• Actively monitor and engage with all forms of Social Media (e.g., Facebook, Twitter, Instagram, etc.) that are subscribed to by University Housing
• Use HootSuite to schedule posts and tweets for future dates based on the University and University Housing calendars of events
• Track social media analytics using HootSuite and other social media software; report results
• Participate in online conversations, personifying University Housing in a positive, helpful light by listening to users, being sensitive to hot-button topics and issues and providing a solution whenever possible
• Collate/source information from University Housing and other Georgia State University departments in order to generate news-worthy stories and draft/write online copy for articles, posts, blogs, etc.
• Act as one of the key points of contact for social media queries, developing a response process, engaging with potential and current students
• Research and post new content for key user audiences to maintain a positive, relevant presence for University Housing constituents
• Assist in creating long term social media plan and marketing calendar

General Position Requirements

Staff Meetings and Training
Mandatory staff meetings are held during the semester, times and locations to be announced. Meetings and training sessions may occur on nights and weekends and dates, times, and locations are subject to change. Some training sessions and special events that are required throughout the year include but are not limited to:

• Fall Training
• Spring Training
• Housing Transition Events

Reappointment
Reappointment is not guaranteed. Students wishing to be rehired for another year must go through the Reappointment Process, which involves filing a document stating their intent to return and providing recommendations from their supervisor. Returning candidates will be notified of their rehire status at the end of the spring semester.
Disciplinary Action
Violation of performance expectations, University or Housing policies or unacceptable conduct may result in disciplinary action up to and including termination. Performance and conduct may impact student employment status in other positions held by the student. Disciplinary employment actions may be reviewed. The request for review must be made to the Assistant/Associate Director of the respective area in which they work, in writing, within two days of the employment action, and state the reason(s) for review. After review, the student will be informed of a final decision (Upon request for review, terminations will be held in suspension until a final decision is rendered).

Break Periods
Due to the nature of PR and communications, this Graduate Assistant may be required to work for a portion of all holiday breaks when University offices and/or residence halls are closed. Dates when the University is officially closed can be found on the GSU website. Prior approval from the supervisor is necessary before making arrangements that would leave an individual unavailable to work during these time frames. Student Assistants are non-benefit employees and are not eligible for vacation, sick days, or time and a half pay for holidays.

University Property
This Graduate Assistant is responsible for University property and equipment assigned for his/her 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. University property/equipment assigned or made available to the Graduate Assistant is not to be used by third parties except with the advance permission of a Housing supervisor.