

Job Title: Learning Community Assistant **Department:** University Housing **Reports To:** Coordinator of Residential Learning Initiatives

Dates: August-May of Academic Year

General Job Summary

A Learning Community Assistant (LCA) is a Georgia State University (GSU) undergraduate or graduate student who serves as a member of the University Housing staff and is directly supervised by the Coordinator of Residential Learning Initiatives. LCAs assess and meet the needs of 10-50 residents whom reside in University Housing's Living Learning Communities (LLCs). General job duties include planning and implementing the residential curriculum, facilitating and fostering one-on-one relationships with LLC residents, performing administrative duties, and building and maintaining a relationship with the assigned LLC Housing Fellow, a faculty or staff member who works at GSU and is a partner to the LLC with an area of expertise or passion for their LLC. The LCA is expected to attend all trainings and staff meetings, follow emergency protocol when needed, report University Housing and Student Code of Conduct policy violations to appropriate staff and serve as both a resource and a role model to LLC residents. As a student leader in University Housing, an LCA is required to abide by and uphold the GSU Student of Conduct, University Housing Community Living Standards and applicable state and federal laws. The LCA position requires regularly scheduled responsibilities (e.g., staff meetings, training, residential curriculum, etc.) as well as informal interactions with residents, which require the LCA to be visible and accessible in the residence halls. The time commitment will be up to 10 hours a week. The position requires evening and some weekend commitments.

2020-2021 Living Learning Communities*

LCAs are eligible to serve and residence in one of University Housing's 11 LLCs:

- First Year LLCs
 - First Year Residential Experience (FYRE) – Patton Hall (10 LCAs)**
 - Honors College – Patton Hall (1 LCA)
 - Performing Arts – Piedmont Central, Floor 11 (1 LCA)
 - STEM – Piedmont Central, Floor 2 (1 LCA)
 - Pre-Nursing – Piedmont Central, Floor 2 (1 LCA)
 - Outdoor Adventure – Piedmont North B, Floor 2 (1 LCA)
 - Entrepreneurship House (E-House) – University Commons D, Floor 1 (1 LCA)
- Upper-Class LLCs
 - Social Issues – University Commons A, Floor 14 (1 LCA)
 - Honors College – University Commons A, Floors 10-13 (1 LCA)
 - Outdoor Adventure – University Commons B, Floor 11 (1 LCA)
 - Global Living – University Lofts, Floor 12 (1 LCA)
- For more information on University Housing LLCs, please visit <https://myhousing.gsu.edu/campus-living/living-learning-communities/>

*All LLCs are subject to change based on interest from residential students and availability of Housing Fellow

**The FYRE LCAs will be responsible for implementing Camp FYRE with the residents whom reside in the FYRE LLC. Camp FYRE is a 3 day, 2 night extended orientation camp that assist GSU first year students with their transition to the University

Minimum Requirements

A student who wishes to serve as an LCA must:

- Have and maintain a 2.75 cumulative Grade Point Average and 2.5 semester Grade Point Average
 - Applicants for the Honors LLC must meet the GPA requirements for the Honors College
- Carry a minimum course load of 12 credit hours per semester and a maximum of 18
- Be in good academic, judicial and financial standing with University Housing and Georgia State University
- Have demonstrated leadership ability through active participation in community or campus organizations
- Participate in fall and spring trainings
- Attend mandatory weekly staff meetings on Wednesdays from 4:30 p.m. – 6:30 p.m.
- Attend all required staff meetings (Wednesdays from 4:30pm to 6:30pm) and trainings

- Must exhibit sensitivity and genuine concern for others and a commitment to personal growth
- Successfully completed Panther LEAP, University Housing's signature leadership program

Compensation and Benefits

- Semester discount on University Housing fees:
 - Piedmont North, Piedmont Central and Patton Hall: \$1,800*
 - University Commons and University Lofts: \$1,550
 - 35 meals per semester (University Commons and University Lofts)
 *The housing discount is increased for Piedmont North, Piedmont Central and Patton Hall as these halls require a mandatory meal plan
- Assigned room in residence hall in which LCA is employed
- Early move-in to assigned residence hall
- Valuable leadership and communication opportunities within the University community

Essential Functions of the LCA Position

The LCA position involves working and residing in the same environment. As such, an LCA's personal and professional lives are both highly visible to and impactful upon many residents. Therefore, essential to the LCA's position are the following:

- Demonstrating excellent personal and professional judgment
- Modeling responsible, healthy, and mature behavior and habits
- Compliance with University policy and applicable law
- Plan and implement the University Housing Residential Curriculum specific to the LLC

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 community and city of Atlanta events and activities that provide opportunities for residents to connect and engage with their LLC
- Know LLC residents names and information about them
- 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 residents by becoming familiar with GSU departments, program and services applicable to the LLC

Administrative

- Attend and participate in all required trainings and staff meetings
- Assist with recruitment of residential students for LLCs
- Know the GSU Student Code of Conduct and University Housing policies and procedures
- Report student issues, incidents and violations of policies and procedures to RAs or Professional Staff
- Know the proper usage of forms and complete forms / reports accurately and in a timely fashion
- Assist with regular University Housing events such as move-in, move-out, and student staff selection
- Serve as University Housing representative during New Student Orientation, campus visitation days, and other special events
- 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. LCAs are responsible for any communication that is sent to their GSU account on a daily basis
- Disseminate information to students via postings, LLC community meetings, and individual interactions
- 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 the LLC Housing Fellows, University Housing and residence life professional staff
- Meet monthly with the LLC Housing Fellow
- 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

LCAs receive the meal plan or discount towards 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, Piedmont North and Piedmont Central when the dining halls are open and the University is in full -session. The following conditions apply to LCA meal plans:

- 35 meals per semester (LCAs in Patton Hall, Piedmont North and Piedmont Central are required to have meal plan)
- LCAs must abide by Panther Dining policies for use of the meal plans and the dining facilities LCAs should use their staff meal plan in the dining halls to eat with residents
- LCAs may not use their meal plan for guests
- The LCA meal plan does not carry meal period restrictions
- LCAs 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 Trainings

Mandatory weekly staff meetings are held during the semester on Wednesday's from 4:30 p.m. – 6:30 p.m. Additional meetings may be scheduled based on needs of the LLCs. 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 LCAs are required to attend throughout the year include but are not limited to:
 - Spring Orientation
 - Fall Training
 - Spring Training
 - Panther LEAP
 - Student and professional staff interviews

Involvement

- LCAs must be mindful of additional activities that may interfere with the ability to dedicate time to the LCA 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. LCAs are strongly encouraged to discuss current involvement in all activities with supervisor to help minimize the potential for problems.
- LCAs may not hold any position on Community Council or the Residence Hall Association (RHA). LCAs 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 LCAs supervisor.

Reappointment

Reappointment is not guaranteed. LCAs 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. LCAs will be notified of their rehire status and LLC 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. LCA performance and conduct may impact student employment status in other positions held by the student.
- LCAs may have disciplinary employment actions reviewed. The request for review must be made to the Associate Director in writing within 2 days of the employment action, and state the reason(s) for review. After review, the RA will be informed of a final decision (Upon request for review, terminations will be held in suspension until a final decision is rendered).
- LCAs 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. LCAs 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 LCA served. All policies regarding residency requirements will apply. All compensation and benefits discontinue as of the date of resignation or termination.

Break Periods

- LCAs are not required to work during break periods or when University offices and/or residence halls are closed unless they also hold a Student or Mail Room Assistant position. Dates when the University is officially closed can be found on the GSU website.

University Property

- LCAs 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.
- LCAs may not allow University property/equipment assigned or made available to them to be used by third parties.

Affordable Care Act (ACA)

- Student staff employed by a University System of Georgia entity may not exceed 1300 hours in a calendar year per ACA. The calendar year begins on the staff members hire date or anniversary of said hire date.