

Georgia State University, founded in 1913, has a mission of excellence in teaching, research and service. Located in the heart of downtown Atlanta, Georgia State University is the Southeast's leading urban research institution and, following a recent consolidation with Georgia Perimeter College, has an enrollment of 50,000 undergraduate and graduate students in six colleges. Georgia State is the largest university in the state, with students coming from every county in Georgia, every state in the nation and from over 150 countries. It is on the list of the top 100 public universities for doctoral degrees awarded. GSU offers 250 degree programs in more than 100 fields of study – at the bachelor's, master's, specialist and doctoral levels. Georgia State is also ranked 14<sup>th</sup> among the most diverse universities in the nation and is ranked 4<sup>th</sup> in the “most innovative” institutions in the US.

The Division of Students Affairs provides a network of support and encouragement for students through counseling, advocacy, advisement, recreation, health, leadership training, and opportunities for personal growth. Further, the Division seeks to provide an enriching environment that allows for and encourages cross-cultural interaction, an appreciation of diversity, and ethical decision-making.

The mission of University Housing is to provide quality on campus housing to enhance the personal growth and development of students. This is accomplished by offering modern, safe and secure facilities and opportunities for intellectual and social engagement and promoting purposeful interactions between residents and staff. Our residential communities include nine residence halls and nine Greek townhomes. We also have 12 living learning communities, a signature student leadership program, Panther LEAP, a cultural competency seminar, PAC3, and FYRE, a residential first year experience initiative. We engage our 5,200 residential students through practical competence, cultural competence, self-awareness and community engagement to cultivate global citizens.

### **General Job Summary:**

The Graduate Assistant (GA) position is a 10-month position. The primary functions of this position are to coordinate civic engagement opportunities, leadership development programs, and departmental programming. Emphasis is given to meeting with residents and student staff, coordinating educational programmatic initiatives, and advising student leaders. 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.

### **Conditions of Employment:**

- Must be approved by the graduate student's department in order to receive tuition remission.
- Must be enrolled for no more than 12 credit hours.
- 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 in July and the end at spring semester closing of the residence halls in early May. Summer employment may be available for May and June.
- Reappointment is based on job performance, evaluation and continued enrollment.
- A criminal background check will be conducted.
- Must abide by the Ethical Standards set by the American Colleges and Universities Housing Officers International (ACUHO-I), the American College Personnel Association (ACPA), and the National Association of Student Personnel Administrators (NASPA).

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## **Position Responsibilities:**

### General

- Foster a supportive and challenging multi-cultural environment through community programming and engaging with residents and student staff.
- Participate in professional, graduate and undergraduate student staff recruitment, selection and training.
- Participate in fall and winter staff training, professional development and student staff in-services as outlined by the Assistant Director for Residence Education & Staff Development.
- Communicate, enforce and abide by all university and department policies and procedures.
- Serve on a minimum of two University Housing committees/ task forces.
- Attend weekly Professional Staff Meetings on Wednesdays at 9 am.
- Attend bi-weekly functional area meetings with Assistant Director for Equity, Diversity, & Inclusion and the Coordinator for Residential Leadership & Civic Engagement.
- Establish weekly office hours.
- Meet weekly, or as necessary, with the Coordinator of Residential Leadership & Civic Engagement.
- Perform additional duties related to leadership and civic engagement as assigned.

### Residential Leadership

- Assist with the application & selection process of the Panther LEAP Program.
- Assist with general logistics and oversight for the Panther LEAP program
- Plan the Panther LEAP Graduation each semester
- Coordinate the Panther LEAP Community Service opportunities each semester and create reflection guides for LEAP mentors
- Assist with the recruitment and training process of the Panther LEAP Mentors
- Serve as a resource for residential student leaders and advisors (RHA, NRHH, Hall Councils, etc.)
- Assist with the Hall Council Retreat each semester.
- Advise Green Team, the University Housing student driven sustainability organization

### 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 conduct assessment of the civic engagement activities.
- Attend at least two civic engagement activities each semester.
- Assist in the planning, coordination, and implementation of at least two department wide civic engagement programs throughout the academic year
- Coordinate the management of the Panther CLAWS Volunteers during Move In.

### **Compensation and Benefits (live-off):**

- \$12,000 stipend divided equally over 10 months (July-April); additional \$2,400 for May and June if employed for summer (May-June)
- Full in- or out-of-state tuition waiver—provided by graduate department. Approval is required from graduate student's academic department.
- Partial meal plan -when classes are in session- valued at \$315.

*\*Note that on-campus housing and parking are not included*

### **Preferred Qualifications:**

- Previous on-campus residence hall living experience.
- Experience with counseling or mediating conflict.
- Experience presenting programs, instructing classes or seminars.
- Familiarity with program assessment.
- Interest and experience with student development.
- Understanding of leadership position within a Housing environment.

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- 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, policies and procedures in a college/university residence life environment.

***NOTE: Georgia State University graduate student employment policy requires enrollment in a mandatory health insurance program or proof of insurance***

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