

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 for Residential Learning Initiatives is a 12-month position. The primary function of this position is to support the academic and student success initiatives for residential students in University Housing. Emphasis will be given to coordinating, supporting and assisting with programmatic initiatives, advising and supervising student leaders and assisting with the management of the residential learning centers. Furthermore, the Graduate Assistant will assist with the supervision of the First Year Residential Experience (FYRE) Mentors and the Learning Center Student Assistants. This individual will work with the Coordinator for Residential Learning Initiatives and Assistant Director for Residential Student Success to develop initiatives that support the academic and personal success of residential students. Initiatives include but are not limited to, first year experience programming, residential curriculum, academic advising in the halls and other workshops or collaboration with campus partners. The Graduate Assistant for Residential Learning Initiatives will report to the Coordinator of Residential Learning Initiatives.

### **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).

***University Housing is committed to maintaining a living and working community where all will feel welcome and productive. Georgia State University is an equal opportunity educational institution/affirmative action employer.***

**Position Responsibilities:**General

- Foster a supportive, inclusive environment through community programming and contact with students and staff
- Responsible for implementing the residential curriculum, academic initiatives and services for residential students
- Establish and maintain communication with supervisor(s)
- Assist the Coordinator for Residential Learning Initiatives and Assistant Director for Residential Student Success and Retention in executing the goals of the functional area
- Participate in student, graduate and professional staff recruitment, selection and training
- Support, advise and make referrals to residential students as appropriate and follow up to ensure satisfactory resolution
- Serve on a minimum of one University Housing departmental committee
- Attend the residence life weekly staff meeting on Wednesdays from 9 a.m. – 11 a.m.
- Attend student staff meetings on Wednesdays from 4:30 p.m. – 6:30 p.m.
- Develop and conduct assessments of various programmatic services and initiatives pertaining to residential student success and retention
- Perform other duties as assigned related to Residential Student Success and Retention

Learning Centers

- Assist with the recruitment, selection, training, supervision and evaluation of the Learning Center Student Assistants
- Manage Learning Center Student Assistant work schedule to cover all operational hours
- Assist with the overall upkeep and management of the Learning Center operations
- Manage resources, supplies, technology and equipment within the Learning Centers
- Monitor and manage the supply budget for the Learning Center
- Monitor the Learning Center SharePoint account and respond appropriately to staff and resident concerns
- Assist with the mid-year and yearly evaluations of the Learning Center Student Assistants
- Conduct and attend monthly staff meetings
- Assist with the management of the Learning Centers reservations

First Year Experience

- Assist with the recruitment, selection, training, supervision and evaluation of the FYRE Mentors
- Conduct and attend weekly staff meetings
- Assist with the management and implementation of the first year experience residential curriculum educational plan
- Coordinate, plan and implement annual University Housing Welcome Programs including FYRE and Ice and Playing with FYRE
- Manage and track the programmatic initiatives of the FYRE Mentors
- Coordinate, plan and implement the logistics of Camp FYRE: a three day, two night experience for incoming residential first year students
- Monitor and manage budgets related to all first year experience initiatives

**Compensation and Benefits:**

- \$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.

***University Housing is committed to maintaining a living and working community where all will feel welcome and productive. Georgia State University is an equal opportunity educational institution/affirmative action employer.***

- 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.
- 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***

***University Housing is committed to maintaining a living and working community where all will feel welcome and productive. Georgia State University is an equal opportunity educational institution/affirmative action employer.***