DUTIES AND RESPONSIBILITIES:
The Graduate Assistants for Residential Learning (3 positions) are directly supervised by the Assistant Director of Residential Learning. If selected for this position, GAs will be responsible for completing 20-25 hours a week through regular office hours, weekly check-ins with their direct supervisor, and some night time or weekend requirements as needed. The GA is expected to maintain confidentiality, demonstrate professionalism, and will be trusted with student information.

These positions assist in departmental efforts to create supportive learning environments that enable students to be personally, academically, and professionally successful. By intentionally designing meaningful experiences, collaborating with campus partners on high-impact practices, and assessing departmental efforts – these GAs allow us to achieve our four departmental learning goals – 1) Commit to Self-Discovery, 2) Develop as a Lifelong Learner, 3) Become an Engaged Citizen, and 4) Contribute to Inclusive Communities.

While all the GAs of Residential Learning work together on a multitude of items, they each have a collateral area to focus on. These areas and their respective responsibilities are:

**Residential Curriculum Support** – This GA is responsible for the administrative and design needs of the department’s Residential Curriculum Model. They ensure that departmental goals are being met by creating strategy guides, training materials, and staff resources to reach department’s curricular goals. Additionally, this GA will be responsible for assessing specific curriculum strategies, analyzing data, and creating/distributing reports based on strategy success. Lastly, they may be asked to sit on the department Assessment Committee and be trained/certified through the Institutional Review Board (IRB).

**The Residential Learning Communities Program (RLCP)** – This GA is responsible for working with and planning impactful programs for over 500 students in one of our four Living-Learning Communities (LLCs) and six Theme Communities (TCs). They will support in and out of classroom experiences, maintain RLC records, assess RLC strategies and effectiveness, market RLC programs to appropriate populations, and will maintain regular communication with supervisor, Resident Directors, Resident Advisors, and Campus Partners. This will include planning and facilitating with RLC welcome events, early move-in logistics, orientations, and Peer Mentor training processes. Additionally, they may work with RLC Student Advisory Boards and help with RLC recruitment, marketing, and assignments processes.

**Campus Partnerships & Student Success Initiatives** – This GA is responsible for supporting the administrative needs of the department’s academic and student success initiatives, such as in-hall tutoring, partnerships with campus partners, student and staff academic recognition efforts, and the facilitation of specific curriculum strategies throughout the year. Additionally, this GA will work closely with other members of the Residential Learning team to assess and distribute information regarding student success indicators within the residential curriculum model. Lastly, they may be asked to sit on the department Assessment Committee and be training/certified through the Institutional Review Board (IRB).

In addition to their collateral areas, these GAs may be responsible for the following miscellaneous tasks.
- Attending committee meetings and one-on-one supervision meetings with supervisor.
- Assisting with 3 scheduled University Open Houses each year and prospective student tours as needed.
- Assisting University Housing with staff recruitment, interviewing, and training as needed.
- Attending workshops and training sessions as needed or required.
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- Maintaining a neat, organized, and clean work area.
- Performing other duties as assigned.

CANDIDATE REQUIREMENTS:
- Candidates should have a strong desire to support the academic and social needs of residence hall students through the Residential Curriculum model, the Residential Learning Community Program, and through programming, recognition efforts, and effective campus partnerships.
- Candidates must be enrolled as a full time Graduate student at Georgia Southern University for fall and spring semester and maintain a 3.0 GPA.
- Candidates must be able to work with diverse populations.
- Candidates must be able to physically lift a minimum of 25 pounds.
- Candidates must successfully complete a background investigation.
- The position is considered the GA’s primary, non-academic activity and hired GA’s may not accept other employment at the university. The GA’s may not have significant responsibility in an extracurricular activity. Outside involvements should be discussed with the supervisor at the beginning of each semester to assess appropriateness.

PREFERRED QUALIFICATIONS:
- Qualified candidates must be able to generate and maintain appropriate documentation pertinent to various processes and procedures as needed.
- Qualified candidates must be able to maintain confidentiality and demonstrate flexibility, professionalism, problem-solving, and effective communication skills. Ability to take initiative on ambiguous projects is desired.
- Qualified candidates must be able to generate and maintain appropriate documentation pertinent to various processes and procedures as needed.
- Prior experience assessing programs, working with curricular models, program planning, training staff, and/or working in a residence hall environment preferred.
- Candidates must have a basic understanding of assessment practices and how to effectively analyze data.

REMUNERATION:
The position’s appointment period is 10 months (August to May) and salary for the position is $7,750/year (paid on a monthly basis). GA must be accepted unconditionally into the Graduate School to receive a partial tuition waiver and out-of-state fee waiver. As this position is classified as a graduate assistantship, standard employee benefits are not provided. This position may be required to report to campus for training 2-3 weeks early in exchange for additional pay (determined by the length of time required for training). This position does not provide housing, but the GA may choose to live on campus at their own expense.

HOW TO APPLY:
Candidates should apply by submitting a resume and cover letter to housingjobs@georgiasouthern.edu.