DUTIES AND RESPONSIBILITIES:
The Graduate Assistant for Residential Learning Communities is directly supervised by the Assistant Director of Residential Learning. If selected for this position, the GA 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.

This position will support the needs of the Residential Learning Communities Program (RLCP) and its students. The RLCP serves over 500 students and consists of four Living-Learning Communities (LLCs) and six Theme Communities (TCs). This will include supporting programmatic efforts, maintaining RLCP records, assessing programmatic strategies and effectiveness, and implementing marketing strategies to promote the success of all RLCP communities. Specific responsibilities include, but are not limited to:

**Residential Learning Communities Program**
- Support the Assistant Director of Residential Learning with all aspects of the management of current LLCs/TCs and the planning and implementation of new communities.
- Create environments within the residence halls that are conducive to the academic and personal growth of residence hall students.
- Work collaboratively with Residence Education professional and student staff, campus partners, faculty members of the Division of Student Affairs, and members of various academic colleges to achieve community specific learning outcomes.
- Assist LLC Advisory Boards with the tracking of student participation, assessment efforts, program logistics, communication of events to students, and the facilitation of events.
- Support RLCP marketing needs (print, web, social media) and create communication materials for LLCs and campus partners.
- May be asked to advise Student Advisory Boards and/or Peer Mentors within the LLCs.
- Assist Resident Directors with the programmatic efforts of the TCs as needed.

**Miscellaneous**
- Attend LLC Advisory Board, one-on-one supervision, and program planning meetings with supervisor.
- Assist with 3 scheduled University Open Houses each year and prospective student tours as needed.
- Assist University Housing with staff recruitment, interviewing, and training as needed.
- Attend workshops and training sessions as needed or required.
- Maintain a neat, organized, and clean work area.
- Perform other duties as assigned.
CANDIDATE REQUIREMENTS:

- Candidates should have a desire to support the academic and social needs of residence hall students primarily through LLCs and TCs.
- Must be enrolled as a full time student at Georgia Southern University for fall and spring semester and maintain a 3.0 GPA.
- Must be able to work with diverse populations.
- Must be able to physically lift a minimum of 25 pounds.
- Must successfully complete a background investigation.
- The position is considered the GA’s primary, non-academic activity and the GA may not accept other employment at the university. The GA 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 planning and implementing programs, working with campus partners, and working in a residence hall environment preferred.

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 Casey Weaver at housingjobs@georgiasouthern.edu by Monday, March 5, 2018, to be considered for an interview. Qualified candidates will be asked to take part in interviews on Monday, March 12, 2018 on the Statesboro campus.