

## **2020-2021 CONDITIONS OF EMPLOYMENT**

The following conditions of employment have been established for the Resident Assistant Position. While the administration of these conditions may vary, it is important to understand each in order to successfully hold the position. Failure to adhere to these conditions may jeopardize hiring and employment status. Additional specifics and descriptions of the processes associated with these policies and expectations are outlined in the Resident Assistant manual, provided in conjunction with orientation for the position.

## **QUALIFICATIONS TO APPLY AND HOLD THE RESIDENT ASSISTANT POSITION**

### **ELIGIBILITY**

1. Student must have completed at least one year of college by start date.
2. Student must be in "good standing" with the Institute: academic, financial, and conduct.
3. RAs may be terminated at any time based on their job performance, academics, financial standing with the Institute, and/or any changes to their conduct standing. Students must notify their supervisor of any changes to their standing with the Institute. Failure to do so may result in termination.
4. Student must be enrolled as a full-time student with a minimum of nine credit hours for graduate students and 12 credits hours for undergraduate students - or be registered for a Georgia Tech approved Co-Op, Internship, or Externship. If an RA believes they may need to drop below the required number of hours, they must first contact their respective Associate Director of Residence Life.
5. Undergraduate students must maintain a 2.50 cumulative GPA.
6. Undergraduate transfer students are hired conditionally based on their achievement at their previous institution.
7. The transfer applicant must verify they achieved a cumulative GPA of 2.50 (undergraduate). If the student does not maintain these standards through their first semester at Georgia Tech their offer will be rescinded.
8. Graduate student applicants must maintain a 3.0 cumulative GPA.
9. First-year graduate students are hired conditionally based on their achievement at their previous institution where they must have achieved a minimum of a 3.0 cumulative GPA. If the student does not maintain these standards through their first semester at Georgia Tech their offer will be rescinded.
10. Graduate students, based on GT policy, may not receive supplemental pay or additional hourly pay from housing. Graduate students only receive rent credit and meal plan compensation.
11. Student must be eligible to work in the United States.
12. Student must sign a housing contract. RAs may be financially responsible for the remainder of their contract if they exit the position prior to the end of the contract date.

### **PERIOD OF EMPLOYMENT AND TIME COMMITMENT**

1. Appointments are made for one academic year. The academic year is defined as the Fall and Spring semesters. An academic year appointment does not indicate a Summer appointment or an appointment for the following academic year.
2. A Summer term appointment is defined as the full Summer semester. A separate selection process is conducted for the Summer semester.

3. The RA's principle non-academic activity is their position. Additionally, co-curricular activities are not to conflict with the time needed to be available and accessible to residents.
4. An offer may be rescinded, or the RA may be terminated immediately, if discovered they accepted any opportunity that prevents them from completing a full academic year of employment. This includes, but is not limited to, the following: study abroad during the Fall or Spring terms, a Co-Op further than 25 miles from the Institute, applying to graduate at the end of the Fall Semester, etc.
5. RAs who fail to complete the full academic year of employment (Fall and Spring semesters) will not be considered in good standing with the department.
6. RAs may be terminated at any time based on their job performance, academics, financial standing with the Institute and any changes to their conduct standing.
7. Other time commitments (i.e. internships, Co-Ops, Greek organizations, athletics/intramural, student organizations, etc.) must be discussed with their supervisor. This includes any time commitments that they may have had prior to employment by the Department of Housing and Residence Life and any future time commitments.
8. RAs may not serve as FASET Leaders or FASET Cabinet members concurrently with their RA position.
9. RAs must be available prior to, during, and following resident move-in and move-out to complete check-in and check-out administrative tasks. Please see the Commitment Calendar for dates.
10. As all residence halls are open during holiday breaks (Fall Break, Thanksgiving Break, Winter Break, and Spring Break), RAs will be required to work during break periods. Additional compensation will be provided. RAs must also be available during semester breaks to complete administrative tasks and perform duty responsibilities. The Department of Housing and Residence Life will inform the RA regarding mandatory return and departure dates. See the Commitment Calendar for more information.
11. First-term employment requires passing a 15-week, for-credit class.
12. The RA position requires an average of 15 hours of work per week in addition to the hours worked while on duty. Peak work periods include move-in and move-out, the Resident Assistant selection process, and the room selection process, all of which may require additional hours.
13. An RA must be given prior approval from their direct supervisor to be unavailable to assist or respond to the building during duty hours (Weekdays from 7:00 PM – 8:00 AM and 24 hours on weekends). Examples include, but are not limited to, staying overnight away from assigned room, going away from campus, staying/studying overnight in library/lab, etc.
14. All travel plans must be made in accordance to the Housing move-in and move-out and the RA training schedule. It is expected that RAs attend move-in, move-out, and all training sessions. If your travel plans interfere with any of the above, you may be terminated.

## **JOB PERFORMANCE EXPECTATIONS**

### **GENERAL EXPECTATIONS**

1. RAs will assume duty responsibilities as described in the job description.
2. The department asks RAs to serve as role models. This includes, but not limited to, being in agreement with the Institute's Code of Student Conduct and Guide to Community Living.
3. The RA is responsible for nurturing the development of a community where students feel safe, respected, can learn from their environment, and be academically successful.
4. The RA must satisfactorily complete all requirements of their job description and conditions as determined by the supervisor.
5. The RA should recognize that their room also serves as an area for confidential conversations with residents and other job-related activities. In deciding how their room will be used, the RA should use

sound judgment in how that use will affect the perceptions of the community. In keeping with departmental philosophy, we ask that RAs not display posters or materials which might be viewed as sexually, racially, or ethnically offensive, or advertise unhealthy behaviors.

6. The RA will be expected to provide engagement opportunities for residents as outlined in the individual staff community development plans.

## **TRAINING AND STAFF DEVELOPMENT**

1. All RAs are expected to attend several training sessions and staff development activities throughout the year. These include, but are not limited to:
  - a. Fall Training (a two-week period prior to August opening)
  - b. 15-Week Training Seminar for credit (for all first-term employees)
  - c. In-service sessions as arranged by the supervisor or other Housing and Residence Life departmental staff
  - d. Weekly staff meetings and individual meetings with supervisor
  - e. Hall Council meetings as outlined by supervisor
  - f. Winter Training (two-three days prior to January move-in)
  - g. QPR Training
2. Regardless of the RA's status as returning or new, RAs are required to attend all staff training and development sessions. The training schedule is arranged in a manner to avoid any interference with the official Institute calendar. Failure to attend due to co-ops, study abroad, or internships are not acceptable and will result in a change in the RA's employment status and they may be dismissed immediately.

## **FERPA AND COMMUNICATION**

1. RAs are expected to maintain a professional level of confidentiality regarding information about residents and staff. Personal information should not be discussed in public spaces. Information should be shared up, not out, unless expressly communicated by the supervisor. RAs are expected to understand, and be in agreement with, FERPA to keep student information private.
2. RAs should strive to create positive relationships with all Housing and Residence Life and Institute staff. Information or criticism is welcome, but should be reported in an appropriate fashion following the department's organizational chart and protocols. RAs should always first report concerns to their direct supervisor when possible.

## **ACADEMIC EXPECTATIONS**

Our goal is to foster academic success for all students including our student employees. In order to serve as good academic role-models, as well as ensure that they succeed in their own academic pursuits, a minimum cumulative GPA has been established for students to apply for these important roles. Residence Life follows and adheres to the institutional policies established by the Office of the Registrar.

## **EMPLOYMENT OFFERS AND RESCINDING OFFERS**

1. Current RAs with employment offers for the upcoming academic semester or year may be terminated if an RA's GPA falls below standards (undergraduate 2.50, graduate 3.0). Offers for individuals who have not previously worked as RAs at Georgia Tech will be rescinded if their cumulative GPA drops below standard

(undergraduate 2.50 or graduate 3.0). If an offer is rescinded, the student's name may return to the alternate list for future hire if the cumulative GPA improves.

2. All undergraduate RAs must maintain at least a 2.50 cumulative GPA each semester while employed by Residence Life. Employment will be terminated for RAs if their cumulative GPAs fall below 2.50 for undergraduates and 3.0.