Resident Assistant Position

Posting Text

- Attend training at beginning of Fall and Spring Semesters and others as specified
- Assist with Orientations for new students, Campus Visit Days, Admissions Tours get to know residents
- Programming
  - Gather ideas from residents, faculty, and staff members (community as specified)
  - Coordinate Hall programs
  - Attend student activity planned events
- Duty Coverage includes daily/evening hours (applies to all residence halls as needed for rounds and designated desk duty for weekdays and weekends)
  - Be on-call and accessible by radio
  - Stay in hall unless there is someone to cover
  - Contact college officials as needed for emergency situations
- Visitation/Lobby Duty (Sunday-Saturday)
  - Make rounds in buildings to enforce policy of visitation procedures
  - Distribute and verify visitation log sheets
  - Check student identification for visitation procedures
  - Maintain order throughout the lobbies and hallways, etc.
- Confront and make note (official incident report if necessary) of individuals violating college policy
- Complete and make documentation of Health and Safety Inspections
- Attend meetings/ In-service trainings
  - Attend staff meetings as scheduled (all residence halls)
  - Attend building staff meetings as scheduled (with RD)
  - Participate in In-Services as planned by Resident Directors, Residence Life, etc.
- Check-in and check-out individuals moving on and off floor due to room changes, move-outs, etc.
- Assist in evacuating buildings during fire alarms/drills, emergency situations, etc.
- Serve as an information resource for residents/students
  - Check mailbox and email at least twice a day
  - Advertise information on hallway, lobby area, etc.
  - “Talk up” programming on campus
  - Role model for residents with own participation
- Leave last and come back early from holiday breaks, etc.
- Show flexibility, positive attitude, and team player ability

Compensation will be room waiver and meal plan discount.

For questions regarding this position, please contact gchousing@gordonstate.edu.
Requirements:
1. Must have leadership ability, able to organize and direct others; gain the support of those he/she leads; have respect for others.
2. Must be available, including most weekends and evenings, and not overly involved in extracurricular activities (on or off campus).
3. Must have interest in others and a desire to help those in need, as well as the ability to discern needs of students on his/her floor.
4. Must be responsible in performing required duties.
5. Must have the ability to follow and enforce college/residence hall rules and regulations (must not have been under any disciplinary sanctions and must remain sanction free for the remainder of time at Gordon).
6. Must have a minimum cumulative GPA for academic courses of 2.00 GPA with two or more semesters of live-on experience (2.15 preferred); GPA of 2.25 with one or more semesters of live-on experience (2.35 preferred). Must be able to maintain the required 12 credit class hours while fulfilling the responsibilities of the position.

Supplemental Questions
1. Will you be enrolled in at least 12 credit hours for Fall 2014/Spring 2015?
2. What is your current GPA?
3. Have you lived on a college campus for two semesters or more?
4. Will you be a student at Gordon State College for both Fall 2014 and Spring 2015?
5. What clubs/organizations are you currently involved in both on and off-campus? Are you an officer?
6. What other on-campus jobs will you work? Total hours per week?
7. Will you have an off-campus job that requires 15 or more hours of work per week?

When applying for the position, please be sure to:
1. Complete the RA Application
2. Attach a Completed Resume
3. Respond to the Incident Scenarios (List actions you would take to help in each situation)
4. Email the RA Application, Resume and Question Scenarios to gchousing@gordonstate.edu (Office of Residence Life) by November 20, 2014 or sooner. Review of applications will begin immediately; open until filled.

Worksite:
Gordon State College
419 College Drive
Barnesville, GA 30204

R-11/12/2014