



**Housing and Residence Life – Residence Education**  
Graduate Assistant Job Description

**Summary of Position:** Housing and Residence Life at the University of West Georgia strives to create an inclusive environment where all students can excel. The team of Graduate Assistants for Residence Education, work with the Assistant Director for Residence Education, to provide leadership for living-learning communities, academic initiatives, student leadership development, and residence hall programming.

*This team of GAs will be responsible for supporting Residence Education including, but not limited to:*

- Academic Support Initiatives
  - Academic coaching of HRL undergraduate student staff
  - Supervision of residence hall tutoring centers
  - Academic recognition programming
  - Assisting with the MapWorks survey implementation (if implemented by the University)
- Residence Hall Programming
  - Work with campus partners to book programs in halls
  - Monitor progress of CHAT Curriculum model
  - Assist with large-scale and traditional programs
- Living-learning communities
  - Serve on LLC advisory team
  - Develop and implement LLC programs
  - Assist with LLC application and admission process
  - Assess LLC student progress
- Student Leadership Development
  - Co-advise Residence Hall Association
  - Attend selected conferences as advisor to delegation
  - Manage care package fundraising program

*Students completing this assistantship will be able to:*

- Manifest well-developed interpersonal relations and communication skills.
- Work effectively with a wide range of individuals.
- Display competence in individual and group counseling.
- Engage in systematic planning with a department or unit.
- Assess the extra- or co-curricular needs of a specific population.
- Design an extra- or co-curricular program based on the outcome of a population's needs assessment.
- Implement an extra- or co-curricular program design.
- Design and implement an evaluation procedure for an extra- or co-curricular program.

**Desired Skills and Qualifications**

- Ability to work well independently
- Strong written and oral communication skills
- Proficient with MS Excel
- Strong organization and time management skills