

Community/Resident Assistant Position Description

Greystar holds the Resident/Community Assistant (CA/RA) responsible for planning and implementing the Greystar Residence Life Program for its Student Housing Communities. This being said, it is difficult to outline all of the possible responsibilities a CA/RA may face. Situations will arise that are unforeseen and unwritten in this description. The following description outlines some major job responsibilities:

Requirements:

- Must live on-site in designated assignment
- Must be at least 18 years of age
- Preference will be given to upper-class students. Freshmen students must be approved by Regional Manager before hire.
- Must abide by all community standards, including state and federal laws
- Must limit extracurricular activity to maintain satisfactory job performance

Necessary Skills:

- Demonstrated leadership
- Excellent interpersonal skills
- Strong verbal and written communication skills
- Enthusiasm and eagerness to serve residents
- Knowledge of university and surrounding community
- Time and stress management skills
- Customer service skills
- Ability to serve as a positive role model
- Ability to work well with others

Duties:

- Plan, execute and evaluate both educational and social programs throughout the semester. Two individual programs per semester
- Attend staff meetings
- Attend one-on-one meeting with supervisor
- Conduct resident visits, once per semester (Fall and Spring)
- Serve as a referral resource
- Complete all paperwork as assigned
- Create and distribute newsletter
- Conduct duty nights and provide after hours assistance whenever residence halls are occupied
- Conduct Office Hours each week. Weekend work may be necessary.
- Leasing/office duties as assigned by supervisor
- Attend all training programs as assigned
- Assist with Move-In and Move-Out procedures, including powder puff cleaning of units
- Enforce and document University and community policies and standards as needed
- Provide supervisor with class schedule and extracurricular activities
- Wear appropriate attire or uniform as instructed
- Distribute and collect Resident Surveys
- Other duties as assigned

Time Requirements:

Because the CA/RA serves as a representative of the community and is a peer role model, the RA position can be seen as a 24 hour a day, 7 day a week job. Because this community is part of the student housing division, it operates on the academic calendar year. CA/RA's will receive time off per the University calendar. However, some staff may be required to work during breaks as Greystar may or may not discontinue services during University breaks.

As the duties required to satisfactorily perform the position, a CA/RA must limit extracurricular activities and college credit hours. This must be approved by the supervisor, with a recommended limit of 15 extracurricular hours each week and 18 college credit hours for the Fall and Spring semester. The CA/RA is considered a part-time position. The CA/RA may work

fluctuating hours each week, depending upon resident needs. Certain periods will require more hours, such as, Move-In and Move-Out. Weekly Office Hours will remain constant throughout the term of employment.

Term of Employment:

Employment with Greystar is solely on an at-will basis. CA/RA positions may be canceled at anytime for unsatisfactory performance. Generally, a progressive discipline technique is utilized to improve unsatisfactory performance. However, certain acts and omissions can be serious enough to warrant immediate dismissal. Generally, the CA/RA position coincides with the lease term. Summer employment for summer school and conferences will be available. However, Greystar maintains the right to recommend continued employment or termination.

Performance Evaluation:

The CA/RA will be evaluated two times each year. Performance Evaluations are used to provide positive feedback and suggestions for improvement.

Compensation:

To be determined.

I, the undersigned, understand and accept the guidelines for employment and conditions implied therein.

Signature

Date