**Program Assistant/Resident Advisor for the First Year Fall Abroad (FYFA) Program**

**at Georgia Tech Lorraine**

Thank you for your interest in being a Program Assistant and Resident Advisor (PA/RA) at Georgia Tech Lorraine for the First Year Fall Abroad (FYFA) program. Prior to completing this application, please familiarize yourself with the FYFA program: <https://firstyearabroad.gatech.edu> and be sure to read the general job description below. If you have questions regarding this application, please contact the FYFA faculty director, Dr. Vicki Birchfield vicki.birchfield@inta.gatech.edu. Applications should come in the form of a brief statement of interest and motivation for serving as FYFA PA/RA and a copy of your resume, emailed to vicki.birchfield@inta.gatech.edu by April 10.

**Job Description and Responsibilities**:

• Participate (~10 hours per week) in a non-residence capacity on the GT Atlanta campus during the five-week iGniTe summer session, June 21 through August 5, and engage in the following activities: training and orientation with GTL and FYFA staff; welcoming the incoming FYFA cohort; coordinating with the faculty director, assistant director and program coordinator as well as GTL Atlanta staff to organize extracurricular and cultural activities; and serving as a TA for the GT 1000 course.

• Chaperone incoming/outgoing GTL shuttles and conduct dorm orientations at the beginning of the semester.

• Provide student support in the residence hall (i.e. provide dorm and school information and answer questions on the FYFA Facebook page when on duty. Monitor and report on any student mental/emotional health concerns and enforce dorm policies, and deal with and report disciplinary problems, etc.)

• Act as liaison between students, FYFA faculty director and GTL Area Manager Residence Life and/or between students and Residence Director as well as report to the Dean of Students Representative if necessary and as appropriate.

• Monitor residence halls: make duty rounds throughout the buildings 2 times/night at 8pm and at 12pm, address any concerns, and make online duty round reports within 30 minutes after the completion of each round. PA/RAs must remain in their dorm on duty nights. Note that two PA/RAs are on duty Monday – Thursday and may alternate duty nights. There is no weekend duty (Friday, Saturday or Sunday) with the exception of planned activities during the weekends of the first half of the semester (see next bullet point).

• Support weekend excursions: during the first half of the semester, at least one excursion per weekend will be planned for the FYFA cohort for which the PA/Ras will be expected to participate in a support role to the faculty director and assistant director. The PA/RAs will also travel in small groups with the faculty and FYFA cohort during Fall Break with all travel expenses paid and two days of free-time/off-duty guaranteed.

• Keep the duty phone on their person during the normal work week and respond promptly when called (unless in class).

• Conduct health/safety room inspections as well as pre-checkout inspections.

* Participate in bi-weekly staff meetings.

• Provide other support to the FYFA faculty director and assistant director, including TA duties for the one-credit, one-hour orientation course, GTL 2000.

• Time commitment averages 10 hours per week.

Georgia Tech Lorraine is a Georgia Institute of Technology campus and established Georgia Tech policies for Resident Assistants and other students are exercised.

The ideal candidate will be committed to the well-being of Georgia Tech Lorraine students and to the success of the Georgia Tech Lorraine FYFA program. They will have one year of previous RA experience (or comparable work experience), will have demonstrated leadership ability, will be able to exercise discretion when dealing with the personal problems of other students, will have experience in conflict resolution, and will be comfortable enforcing Georgia Tech policies, when necessary. Some ability to speak French is desirable though not required. Interviews and training will be conducted via BlueJeans.

Remuneration includes a partial subsidy towards housing fees at the GTL campus; all program-related travel in Europe during the first half of the semester (weekend day-trips and a 4-day weekend in Paris plus the fall break excursion); $10 hourly rate for summer and fall for approximately 10 hours per week.

PA/Ras are expected to take a full course load (12 credit hours; combination of live courses or the DL courses available at GTL, with the possibility of up to 6-credit hours earned as independent studies or research credit under the supervision of the faculty director (INTA courses) or the assistant director (LMC courses) or other GT or GTL faculty.