

**Performance Expectations**

In Student Affairs, our mission is to inspire students to engage meaningfully, grow intellectually, and build character so they will create thriving communities.

As staff members, we each play a critical role in helping Student Affairs meet our mission and ensure that all students succeed and thrive at UGA and beyond.

To create a vibrant, supportive learning community for students and a positive, productive work environment for staff, we have a number of performance expectations for all Student Affairs staff members. In addition to these general expectations, a department and/or supervisor may have additional expectations based on a staff member’s role, work location, or other factors.

As a Student Affairs staff member, you are expected to:

* Know and fulfill the responsibilities of your position
* Be highly student-oriented
* Advance the mission and priorities of UGA and Student Affairs
* Work hard and give your best effort at all times
* Be a team player and work well with others in Student Affairs and across UGA
* Be honest, forthright, and do the right thing
* Produce work of the highest quality possible
* Meet given deadlines
* Communicate effectively and efficiently
* Be solution-oriented and work issues to a positive resolution as possible. As needed, raise an issue for assistance in a timely way that allows space for a solution
* Serve students in line with the mission of our Division and your department, whether or not it aligns with your personal opinions/identities/preferences
* Stay current with technology, trends in the field, and best practices related to your role
* Stay abreast of happenings across Student Affairs
* Develop a positive and welcoming environment for faculty, staff and students
* Be professional in all settings

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Department- or position-specific expectations include: