May Experience Resident Assistant

(8 positions)

Under the supervision of the Assistant Director, the May Experience Resident Assistant (RA) has general responsibility for providing outstanding customer service to all May Experience residents, working scheduled office hours in the area office in Estridge Commons, and assisting with opening and closing of campus housing facilities.

Housing and Residence Life has high expectations for students who serve in student staff positions. It is expected that academic commitments come first. Because of the degree of leadership and responsibility afforded by this role, the RA position should be the principle non-academic activity and extracurricular activities should not conflict with the time needed to perform effectively as an RA during May Experience. The RA must be on campus throughout May Experience and is not able to participate in study away opportunities while serving in this position.

Minimum Qualifications and Position Requirements

- Serve currently as an RA for Spring 2017. Preferred candidates are not enrolled in a May Experience class, internship or research project.
- Student is not taking a MayX course or involved in no more than 10 hours per week in an internship or other employment.
- Potential candidates for the position must be available for part-time work beginning May 4, 2017 through May 31, 2017.

Terms of Employment

- May 4, 2017 to May 31, 2017
- Will not hold other full time employment and is not taking a MayX course
- Attend a May Experience training session date and time TBD.
- Due to heavy check-in/outs, RAs must be able to work May 12-14 (Mothers Day weekend) and May 26-29 (Memorial Day weekend). No time off will be given during these time frames.

Remuneration and Benefits

- The RA is paid $200 stipend and is provided housing and a meal plan, and resides in an on-campus room designated by the Residence Life staff.

Responsibilities

Availability

- Must be able to work May 12-14 (Mothers Day weekend) and May 26-29 (Memorial Day weekend). No time off will be given during these time frames.

Staff Function

- Attend regularly scheduled meetings including: weekly one-on-ones with AD and weekly staff meetings.
- Be available to work approximately 20 hours per week in the area office in Estridge Commons.

Administration

- Complete room check-in/out procedures as directed by the Assistant Director.
- Complete various reports including, but not limited to: weekly reports, hall rosters, incident reports and room condition reports.
- Disseminate current information to residents through the use of bulletin boards and other forms of communication, such as, email and hall meetings.
- Check mailbox and emails daily.
- Provide exceptional customer service.
- Report any maintenance problems to the Custodial Area Supervisor and/or submit maintenance requests.
- Maintain student housing key inventory.
- Assist with fire safety inspections, emergencies, and drills.
- Perform rounds and serve on-call and respond appropriately to crisis situations.
- Perform other duties as assigned by the Residence Life staff in support of the goals and objectives of the Division of Student Life.

Community Development
- Responsible for providing support and acting as a resource for residents.
- Be available to students.
- Be aware of student needs and provide appropriate consultation and referral.
- Keep a continuous account of residents in your designated area and immediately report any issues or concerns to Housing and Residence Life.
- Be a role model for students and make good decisions which are consistent with the positive peer influence that is offered by the RA role.
- Discuss potential referrals and/or problems with your supervisor.
- Serve as liaison between residents and other institutional areas (i.e. Counseling Center Division of Student Life, University Police, Student Health Services, University Chaplain) and make referrals to appropriate campus resources as needed.
- Explain, support, and follow the regulations and policies outlined in The Helmsman (Student Handbook).
- Confront behavior or infractions which disrupt the environment in a manner consistent with training experience.
- Complete incident reports with 24 hours of any confronted infractions.
- Assist the Division of Student Life and University Police in the prevention, investigation, and reporting of misconduct and damage to University property.

Termination & Resignation
I understand that unsatisfactory performance or breach of agreement can lead to termination of my position. If, after appointment, I elect not to assume my duties or find I am unable to perform said duties, I must notify my supervisor immediately in writing that I am resigning from my position.

Agreement
I have read and acknowledge the Resident Assistant Agreement. By signing this agreement, I understand all that is expected and required of me as a Resident Assistant. I also understand I am giving permission to the Department of Housing & Residence Life to access my academic and discipline records and to discuss information relevant to my employment.

I understand that this agreement is subject to the availability of funds and may be canceled if the residence hall(s), or a part thereof, is closed. I acknowledge and accept that failure to meet the expectations outlined in this agreement may result in probation or termination. This Agreement may not fully outline all job responsibilities; additional responsibilities will be communicated with me by the Housing and Residence Life staff within training and throughout the summer.

Signature of Resident Assistant

Date

Print Name of Resident Assistant

Signature of Associate Director of Residence Life or Designee

Date

Print Name of Associate Director of Residence Life or Designee

Updated: February 10, 2017