Resident Assistant

Under the supervision of the Assistant Director, the Resident Assistant (RA) has general responsibility for assisting students in their personal adjustment to the University, promoting a sense of community within the residence halls, providing mentoring and mediation services to residents as needed, and interpreting and maintaining institutional as well as Housing and Residence Life policies and procedures in the residence halls.

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 throughout the entire year.

Minimum Qualifications
A minimum GPA of 2.25 is required to serve in this position.

Remuneration and Benefits
The RA is paid $3,100 for the academic year, receives a 75% reduction in their housing room rate, and resides in an on-campus room designated by Housing and Residence Life staff.

Responsibilities
Community Development
1. Responsible for providing support and acting as a resource for 16-96 residents.
2. Establish positive relationships and build rapport with all residents and show genuine interest in them.
3. Be available to students.
4. Be aware of student needs and provide appropriate consultation and referral.
5. Complete all active and passive programming requirements.
6. Invite the formation of community by promoting community building activities, open and honest communication among residents, and development of hall standards.
7. Keep a continuous account of residents on his/her hall and immediately report any issues or concerns to Housing and Residence Life.
8. Serve as liaison between residents and other institutional areas (i.e. Counseling Center, Division of Student Life, University Police, Health Services, and University Chaplain’s Office, etc) and make referrals to appropriate campus resources as needed.

Administration
1. Maintain office hours in the RA office as assigned during the week and weekends.
2. Complete room check-in/check-out procedures as directed by the Assistant Director.
3. Attend regularly scheduled meetings including; bi-weekly one-on-ones with AAC and AD, and weekly staff meetings.
4. Complete various reports including, but not limited to: weekly reports, hall rosters, incident reports, room condition reports, and programming proposals and evaluations.
5. Disseminate current information to residents through the use of bulletin boards and other forms of online communication, email, and hall meetings.
6. Check mailbox daily. Check all forms of communication daily and respond in a timely manner. This involves email, OrgSync GroupMe, etc.
7. Assist in emergencies, drills and other assigned duties such as announced health and safety inspections and end-of-semester closing inspections.
8. Assist the Housing and Residence Life staff with staff selection.
9. Perform other duties as assigned by the Residence Life staff in support of the goals and objectives of Housing and Residence Life as well as the Division of Student Life.

Policy Enforcement
1. Explain and support the regulations and policies outlined in The Helmsman and respectfully confront behavior or infractions which disrupt the environment.
2. Complete incident reports within 24 hours of any confronted infractions.
3. Serve in duty rotation and respond appropriately to crisis situations.
4. Assist the Division of Student Life and University Police in the prevention, investigation, and reporting of misconduct and damage to University property.

Terms of Employment
1. Term of employment is August 6, 2016-May 8, 2017. This is a full year commitment.
2. Return to campus early each semester to participate in training and assist with opening duties. May have to return early or stay late for breaks. Stay after halls close to assist with closing duties.
3. Rehire for another term of employment is based on past work performance and meeting job qualifications and responsibilities.
4. Will not student teach, study abroad, hold assistantships or accept any major elected or appointed office during term of employment.