Resident Assistant for Residence Halls

Under the supervision of the Residence Life staff, 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. The RA must be on campus throughout fall and spring semester and are not able to participate in study away opportunities while serving in this position.

A minimum GPA of 2.25 is required to serve in this position. 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 the Residence Life staff.

**Time Commitment:**

1. Maintain office hours in the RA office as assigned during the week and weekends.
2. Attend, in its entirety, spring staff training (April 4-6, 2014), fall staff training in early August (August 9-21, 2014) and winter staff training in January 2015.
3. Actively participate in online development activities over the summer.
4. Remain on campus to fulfill any RA duties until the buildings close at the end of each semester and return early to open the residential areas as needed. Each RA is required to work fall semester and spring semester opening and closing.
5. Attend and participate in weekly meeting/training sessions throughout the school year.
6. Attend building meetings with the Assistant Area Coordinator and one-on-one meetings with their area supervisor. Engaged Living RAs may attend additional meetings with the Engaged Living Assistant and/or Director of Engaged Living as needed.
7. Fulfill all programming requirements as outlined in the Student Staff Programming Manual (requirements vary by position).
8. Remain on campus for all “closed” weekends in order to best support residents.
9. Assist the Residence Life staff with the staff selection process for 2015-2016.

**Peer Commitment:**

1. Be a role model for students and make decisions consistent with the positive peer influence that is offered by the RA role as well as reflect the values of the Housing and Residence Life department.
2. Be aware of student needs and provide appropriate consultation and referral.
3. Take the initiative in establishing positive relationships and effectively communicate with all students.

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4. Listen to others with an attitude of concern and support.
5. Build a rapport with residents and show genuine interest in them.
6. Be available to students as much as possible.
7. Discuss potential referrals and/or problems with their Assistant Director and/or other relevant Residence Life professional staff.
8. Regard any personal information about residents as confidential with the exception of always informing your Assistant Director.
9. Serve as liaison between residents and other institutional areas (i.e. Counseling Center, Division of Student Life, University Police, Student Health Services, and University Chaplain) and make referrals to appropriate campus resources as needed.
10. Establish a good working relationship with all other student staff, including RAs, FRADs, and Senior Student Staff members.

Hall/Building Commitment:

1. Promote a community atmosphere for individual and group development by encouraging and facilitating activities within the hall/building.
2. Invite the formation of community by promoting community building activities, open and honest communication among residents, and development of hall standards.
3. Plan and implement building and hall activities.
4. Support student development through intentional activities that revolve around Housing and Residence Life learning outcomes and programming themes.
5. Complete all active programming and bulletin board requirements.

Staff Training Commitment:

1. Participate in an on-going staff training program designed to improve skills needed to meet the job expectations.
2. Read, study, and understand all information found within the Student Staff Training Manual.
3. Attend spring staff training (April 4-6, 2014), fall staff training in early August (August 9-21, 2014) and winter staff training in January 2015.
4. Actively participate in online development activities over the summer.
5. Attend and participate in weekly meeting/training sessions throughout the semester.
6. Participate in a Student Staff Member mentor group consisting of new and returning RAs (summer and fall term only).

Student Conduct Commitment:

1. Serve as a role model for others which includes assuming responsibility for creating an environment which supports personal and social growth.
2. Make good decisions which are consistent with the positive peer influence that is offered by the RA role and that reflect the values of Housing and Residence Life.
3. Encourage individual responsibility and respect for others' development through role modeling, challenging inappropriate behavior, and education.

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4. Explain, support, and follow the regulations and policies outlined in *The Helmsman (Student Handbook)*.
5. Respectfully confront behavior or infractions which disrupt the environment in a manner consistent with training experience.
6. Complete incident reports within 24 hours of any confronted infractions.
7. Assist the Division of Student Life and University Police in the prevention, investigation, and reporting of misconduct and damage to University property.

**Administrative Commitment:**

1. Complete various reports including, but not limited to: weekly reports, hall rosters, incident reports, Room Condition Reports, and programming proposals and evaluations.
2. Disseminate current information to residents through the use of bulletin boards and other forms of online communication, email, and hall meetings.
3. Keep a continuous account of residents on his/her hall and immediately report any issues or concerns to Housing and Residence Life.
4. Follow all guidelines for Time Away as outlined by the Residence Life Team. This includes, but is not limited to: informing the Assistant Director and AAC when planning to be absent from campus for more than one day or overnight, submitting time away request forms to their supervisor at least five days prior to requested timeframe, and requesting time away for no more than one weekend per month.
5. Complete room check-in/check-out procedures under the direction of Residence Life staff.
6. Participate in all aspects of the staff evaluation process throughout fall and spring semesters including, but not limited to: self-evaluations, peer evaluations, supervisor evaluations, department evaluations, focus groups, etc.
7. Assist in emergencies, drills and other assigned duties such as announced fire safety and end-of-semester closing inspections.
8. Report any repairs or general maintenance concerns to the department in a timely manner.
9. Coordinate with custodians for the use of hall storage rooms.
10. Maintain the room inventory system (RCR Cards).
11. Check RA mailbox at least 2-3 times a week during the business week as directed by the Residence Life staff. (Boxes are located in the Housing and Residence Life office in Estridge Commons).
12. Check all forms of communication daily and respond in a timely manner. This involves email, OrgSync GroupMe, etc.
13. 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.

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