

Senior Resident Assistant Position Description

WORKING TITLE: Senior Resident Assistant (SRA)

POSITION FUNCTION SUMMARY:

The Senior Resident Assistant position is a student leader position responsible for providing support and assistance to a Resident Director or Area Coordinator within a housing community comprised of one or more residence hall buildings.

SUPERVISOR: Resident Director or Area Coordinator

MINIMUM QUALIFICATIONS:

- *Graduate student applicants* must possess a Bachelor's degree from an accredited institution, exemplify commitment to student life, and be enrolled at the Academy of Art University
- *Undergraduate student applicants* must have completed 4 semesters as a Resident Assistant, at Academy of Art University
- Enrolled as a full-time student at the Academy of Art University
- Maintain a 3.0 cumulative grade point average
- Ability to complete between 14-20 office hours per week agreed upon and determined by supervisor

ESSENTIAL QUALITIES:

- Demonstrate emotional maturity necessary to cope with day-to-day decisions involved in maintaining healthy living conditions within the building.
- Have a sensitivity and concern for others as individuals, as well as a personal and professional commitment that goes beyond outlined responsibilities.
- Have a working knowledge of all aspects of the Academy of Art University to appropriately assist, advise, and serve as a liaison between students and other members of the AAU community.
- Demonstrate a commitment to the residence life program and the position of an SRA.

RESPONSIBILITIES:

As a residence life staff member, the Senior Resident Assistant assumes a number of roles in an effort to promote a positive living environment within the resident communities. SRAs serve as a resource person within his/her community. Expectation of the SRA is the ability to perform and provide the following:

1. **Community Development** – A Senior Resident Assistant is responsible for creating an environment in which residents respect their community, environment, and the physical building. SRAs are expected to develop positive and relational bonds with their residents by role modeling, actively seeking to understand their experience, and initiate activities that promotes their knowledge of his/her community needs.
2. **Programming** – A Senior Resident Assistant will assist their Resident Assistants in planning, implementing, and evaluating their programming (bulletin boards, flyers, informal and formal programming). SRAs are responsible to work with their RD/AC to properly document programs. Specifically, SRAs will engage their RAs to focus on the Live, Learn, and Grow programming model, door decorations, and bulletin boards with a focus in active engagement of effective programming.
3. **Peer Advising** – A Senior Resident Assistant will keep a keen eye on the attitudes, academic struggles, and health problem of their RAs and residents. When appropriate, SRAs will utilize helping skills to assist in the resolution of student concerns. SRAs, within the limits of training and comfort level, advise and counsel students on academic, personal, and social matters – at all times keeping their RD/AC apprised of any concerning resident interaction.
4. **Role Modeling** – A Senior Resident Assistant role models by properly allowing ample time for study, work, and relaxation in their daily lives as a staff member, student, and person. Role modeling

includes assessment of personal growth, area of improvement, and professional development. Staff members must role model appropriate behavior not only to their residents but also to other student staff members. They are required to abide by and enforce all University policies. Failure to do so is considered a serious breach of a Senior Resident Assistant's responsibilities and may result in dismissal.

5. **Conduct Facilitation** – A Senior Resident Assistant is expected to confront all policy violations within all housing buildings and alert appropriate staff. SRAs help residents develop standards of behavior necessary for maintaining an atmosphere conducive to academic learning and positive community living, including educating residents of campus policies and procedures. SRAs also help students understand the realistic consequences of their behavior when documentations are made.
6. **Administrative** – A Senior Resident Assistant is responsible for assisting the Resident Director/Area Coordinator with tasks related to effective building management; i.e. weekly reports, keys, maintenance requests, program tracking, check-in/out procedures, paperwork, safety inspections, and other duties related to the position as delegated by the Resident Director/Area Coordinator.
7. **Training** – A Senior Resident Assistant assists with Fall and Spring training and monthly in-services. This involves arriving early in the Fall and Spring, presenting programs, and providing guidance to staff members. Regarding in-services, all SRAs will work together to present enriching and developmental programming to their fellow student staff.
8. **Other Responsibilities** – Senior Resident Assistants should have a familiarity of their building's physical design in order to deal with maintenance and emergency situations and assisting vendors. SRAs assume supervisory responsibilities in the residence hall when the Resident Director/Area Coordinator is away. Additional expectations include: assisting with student staff selection, hall councils, newly formed committees, etc.

TIME COMMITMENT:

Senior Resident Assistants are expected to commit a substantial amount of time to their position. This includes working between 14-20 office hours and being "on-duty" from 5:00pm – 8:30am in the residence hall on a rotational basis depending on community placement. It is expected that Senior Resident Assistants are not away from the hall every weekend. It is also expected that Senior Resident Assistant be available to students in the building, and provide informal contact in order to get to know all entities that utilize their building. Emphasis is placed on Senior Resident Assistants investing time in building a strong staff team in their building and with their Resident Director/Area Coordinator. *The Resident Director/Area Coordinator must approve all additional employment.*

Senior Resident Assistant's time commitments also include:

1. Daily contact with the Resident Director/Area Coordinator
2. Attending one-on-one meetings weekly with the Resident Director/Area Coordinator
3. Being available to residents on a daily basis
4. Participation in Fall and Spring Resident Assistant training. This is a mandatory training and is typically held from 8:00am – 8:00pm on assigned days.
5. Being available to assist with all semester residence hall building openings and closings.
6. Attend weekly staff meetings.
7. Coordinate and support the administration of student conduct paperwork at the discretion of the supervisor.
8. Support and assist Resident Assistants in planning the logistics of residence hall programs (i.e. coordinating transportation, arranging for food, etc.)
9. Complete and incorporate one collateral assignment per semester (i.e. updating building manuals, updating Resident Assistant manual, coordinating 1 large scale campus wide event, creating and updating staff website, coordinating Artists in Residence council meetings, Campus Outreach, maintaining RA Resource room, etc.)
10. Coordinate, plan, and implement in-services training for campus-wide Resident Assistant staff per semester.

11. Meet on a bi-weekly basis as a Senior Resident Assistant team to discuss, plan and implement any campus wide initiatives.
12. In collaboration with the Housing Department, form appreciation committee and provide appreciation opportunities for student staff.
13. Assist and support Residence Hall Council through attendance at meetings and through advisement of council members.
14. Participation in ongoing evaluation of the Senior Resident Assistant program, residence life procedures, and personal job performance.

SENIOR RESIDENT ASSISTANT RELATIONSHIPS WITHIN THE RESIDENCE LIFE STAFF:

- **Resident Director/Area Coordinator** – In all roles that the Senior Resident Assistant will assume within the residence hall, the relationship with the Resident Director/Area Coordinator will be of primary importance. Open communication is important to being an effective team. Regular and continuous updates of hall activities and developments are emphasized.
- **Student Staff** – Student Staff members are expected to develop a positive working relationship with other student staff members in their own building, as well the entire staff team, in order to build a cohesive, productive, campus-wide residence life program. Student staff members are also expected to work cooperatively with the building Host, Weekend Securitas, and Campus Safety officers.
- **Evaluation** – The evaluation process is ongoing, formally and informally. Daily communication is expected between the Senior Resident Assistant and the Resident Director/Area Coordinator, which will enhance overall relationships, and promote an atmosphere of trust and honest feedback. The Resident Director/Area Coordinator is responsible for formally evaluating all student staff for a mid-year evaluation in the Fall, and in an end of the year evaluation in the Spring. The formal evaluation process purpose s to promote self-understanding and growth.
- **Compensation** – Compensation for the Senior Resident Assistant is received in the form of Room and Board, and includes a \$300 stipend per month. Compensation for this position may affect a Financial Aid award and we encourage all that apply to work with the Financial Aid office to determine how this will affect financial aid.
- **Criminal Background Check and Drug Test** - Campus Living Villages requires that an individual hired for this position must clear a criminal background check along with a drug test. This check will be done at hiring at the employer's expense.
- **At-will Employment** – Senior Resident Assistants are employed on an at-will basis. SRAs must maintain good academic standing through their time on staff or it may result in the loss of position. Good academic standing is determined by maintaining a 3.0 cumulative grade point average and is at the discretion of the Associate Director of Residence Life.