

**UNIVERSITY OF CALIFORNIA SAN DIEGO**  
**REVELLE COLLEGE**  
**RESIDENT ASSISTANT JOB DESCRIPTION**  
**2017-2018**  
(Updated 11/30/2016)

The Resident Assistant (RA) is a registered full-time student employee who lives and interacts with his or her peers in a residence hall or apartment complex. The RA is a member of the Residence Life staff and actively participates in the development of a comprehensive Residence Life program. The RA is appointed for a specific academic year. Reappointment is contingent upon successful job performance, requisite academic progress, favorable review by supervisor, and the on-going needs of the overall Revelle College Residence Life system.

The RA position, due to its live-in nature, requires willingness to be called into service at any time of the day or night in order to meet students' needs as they arise, even in times of emergency when the campus may close for extended periods of time. The RA will function as a resource, friend, and peer advisor to residents. Therefore, availability, consistency, and interpersonal skills are of the utmost importance.

The RA is expected to serve as a role model and abide by all University and Residence Life policies. The RA is expected to adopt the goals of maintaining a safe, secure, and comfortable living/learning environment. As a role model and a programmer, the RA is further fulfilling the University's mission for education and service as well as maintaining good academic standing and continuing full-time student status. RA responsibilities are as follows:

#### **ROLE MODEL**

It is essential that an RA, as a role model, possess knowledge, skills, and abilities which demonstrate:

1. High academic success (Obtain a minimum 2.50 quarterly Grade Point Average and maintain a minimum 2.50 cumulative Grade Point Average) and solid academic progress towards graduation as a full time student (a minimum of 12 undergraduate / 6 graduate credit hours per quarter). After one quarter of failure to meet academic performance standards, Resident Assistants will be placed on job probation. Two consecutive quarters of poor academic performance may affect continued employment status.
2. Abide by and enforce all University, Housing\*Dining\*Hospitality, and Residence Life policies, and the UCSD Code of Conduct.
3. Communicate with all residents and staff members in an open, supportive, and constructive manner, including the RA's suitemates/apartment-mates as applicable.
4. Promote a living/learning atmosphere which enhances education and is supportive of the exchange of diverse ideas and experiences.
5. Maintain objectivity and confidentiality in all sensitive matters and with student information.
6. Build and maintain a relationship of trust and mutual support with individual residents, including suitemates/apartment-mates as applicable.
7. Maintain a cooperative team environment and positive attitude within the Residence Life staff and the Revelle residential community.

#### **STAFF AND RESIDENT COMMUNICATION**

Communication and interaction between Residence Life Staff as well as with all residents is vital to a healthy team relationship and a viable and supportive residential community. Resident Assistants will:

1. Report to his/her supervisor on all aspects of the Resident Assistant's work. The Resident Assistant and his/her supervisor shall have formal and informal conferences, evaluation, and communication on a regular basis. **The Resident Assistant is additionally required to check his/her staff mailbox and read his/her e-mail daily.**
2. Interact professionally with internal and external customers and resources.
3. Inform residents of policies/procedures and events via regular weekly hall/floor newsletters and additional personal contact.
4. Assist and support staff as needed and requested and actively support and contribute to the staff team concept.
5. Maintain a cooperative team environment and positive attitude.
6. Be available, visible, and approachable on a daily basis to residents and supervisor.
7. Attend and participate in a weekly Resident Assistant staff meeting (Tuesdays 7-10pm).
8. Be open and responsive to constructive feedback and opinions from his/her supervisor and other staff members, and provide constructive feedback when appropriate.

## PROGRAMMING

Revelle Residence Life is committed to providing services which enhance the residential living/learning environment. Residence Life Staff are expected to provide residents with a variety of educational, cultural, social, and recreational programs. The objective is to help create and maintain a friendly environment which stimulates cooperation, personal growth, and academic achievement within the residential community. The key goals of programming are education, community building, and encouraging peer interaction. Resident Assistant will:

1. Promote a living/learning community which enhances education in and out of the classroom.
2. Initiate, develop, and facilitate regularly scheduled floor/building programs as well as quarterly Area Group Programs to enhance overall student development.
3. Introduce residents to new cultures, values, and lifestyles by providing challenging activities that lead to a supportive exchange of ideas and experiences, one aspect of which is the co-facilitation of Social Justice Projects.
4. Cooperate with other groups who also organize residential programs, primarily the Revelle Hall Association (RHA). Support RHA and other campus offices and appropriate student organizations.
5. Utilize personnel and resources available through the Revelle College system, RHA, the UCSD community, and the San Diego area.
6. Facilitate the development of leadership, conflict management, and interpersonal skills by providing opportunities for residents to plan and implement programs.
7. Organize, implement, and support required educational and community-building programs.
8. File all required paperwork in a timely manner, including requests for reimbursement and programming reports within 48 hours.
9. Develop effective and comprehensive advertising for Residence Life and Revelle College sponsored events.

## DISCIPLINE, POLICIES, AND PROCEDURES

The Revelle Residence Life staff is committed to providing an educational and developmental residential community. Residents' safety and security is of the utmost importance and disciplinary action is dealt with using a behavior modification model. NOTE: The RA must be a role model within the UCSD residential system and adhere to these policies and procedures at all times. Violation can be grounds for immediate dismissal. Resident Assistants will:

1. Gain understanding and knowledge of the Policies and Procedures of Revelle Residence Life, the Housing Contract and the UCSD Student Code of Conduct.
2. Inform residents of policies and clarify policies and procedures.
3. Address discipline or behavioral problems and file required Incident Reports with supervisor(s) in a timely manner (within 24 hours). Maintain objectivity and strict confidentiality regarding disciplinary issues.
4. Conduct follow-up as needed or per supervisor instructions.

## AVAILABILITY

Resident Assistants will:

1. Be visible, available, and approachable to residents. This means being in one's room/suite/apartment on a daily and regular basis (several hours per day not including sleeping time). Maintain significant personal contact with all residents in their living area by visiting each suite/apartment at least once per week.
2. Attend all of RA training in Spring quarter of 2017 and before Fall quarter of 2017 begins. Spring Training will be held on Saturday, April 15, 2017. Move-in for Fall RA Training will be available on Sunday, August 27, 2017. Training begins on Monday, August 28, 2017. Staff will be required to perform administrative duties in preparation for opening, Welcome Week, and early move-ins. Meals will be provided on all days that training is provided during Fall training.
3. Not enroll in the 2017 second summer session without prior approval of the Director of Residence Life.
4. Remain after Fall and Spring quarter to assist with completion of all administrative tasks related to closings and check-out procedures. Extra time, effort, and commitment is required during openings/closings, vacations/breaks, and other peak times.
5. Attend all required and scheduled RA training sessions, retreats, and activities throughout the academic year, including but not limited to Welcome Week events, Fall Convocation, Winter Retreat (at the beginning of the Winter 2018 Quarter), Triton Day, and Spirit Night, unless providing duty/office coverage.
6. Work on-call duties as scheduled, including weekdays and weekends. Be available during emergency situations and other times as requested or scheduled.
7. Notify his/her supervisor when gone overnight or for weekends.
8. Consider the University to be the principle employer and second responsibility only to academics. Second jobs, odd jobs, part-time work, and involvement in outside activities are permissible only so long as they do not interfere with time, availability, and the efficiency of the RA. All outside employment and involvement in activities must be submitted in writing for approval by the Resident Assistant's direct supervisor upon acceptance of the Resident Assistant position.

9. Enroll in no more than 16 undergraduate credit hours per academic quarter without prior approval from the Resident Assistant's direct supervisor.

## **PEER COUNSELING**

Resident Assistants will:

1. Be available to residents on a regular basis and provide one-on-one peer-counseling with residents as necessary.
2. Build and maintain a relationship of trust with individual residents. Maintain objectivity and confidentiality as appropriate.
3. Be aware of residents' special circumstances (e.g., health concerns, peak stress times, emotional difficulties, academic problems, etc...).
4. Be familiar with campus and community resources. Use appropriate referral procedures (as outlined in training).

Campus Security Authority (CSA) Responsibilities:

This position has been identified as a Campus Security Authority pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and requires immediate reporting of Clery Act crimes occurring on Clery Act geography to the UC San Diego Police Department (UCPD). It is the responsibility of the CSA to ensure they obtain proper training in order to fulfill their reporting responsibilities as required by the Clery Act and University policy, and to complete and submit the required reports to the UCPD without delay.

## **ADMINISTRATION/MANAGEMENT OF FACILITIES**

Resident Assistants will:

1. Assist supervisor with administrative work. Complete assigned administrative tasks and paperwork within designated timelines.
2. Report damage and maintenance problems; follow-up when appropriate.
3. Conduct floor/building meetings throughout the year as determined by supervisor. Serve as a liaison between residents and Revelle College administrative staff.
4. Be sensitive to the campus ecology of the RA's apartment/suite and residential common areas.
5. Know and enforce fire safety procedures and regulations.
6. Conduct and assist with conducting safety drills and/or safety programs.
7. Establish positive working relationships with Residence Life office staff; Residential Security Officers; University Police; other campus personnel and departments; and Housing maintenance, grounds, and custodial crews.
8. Perform extra areas of responsibility and duties as otherwise assigned by supervisor.
9. Report, document, and follow up on safety violations, security issues, building damages, and maintenance problems.
10. Be prompt in attending all required meetings and duties.

## **QUALIFICATIONS**

1. Full time UCSD student status (12 undergraduate / 6 graduate credit hours per quarter).
2. All RA candidates and current Resident Assistants are required to have a minimum cumulative Grade Point Average of 2.50 and a minimum 2.50 quarterly Grade Point Average in the previous quarter in order to apply for the position.

## **COMPENSATION**

It is required that all RAs reside in the Revelle College residential facilities as assigned.

1. Compensation is the cost of a single room and board (meal plan/Triton Cash). If employment is terminated early for any reason, the amount of money that should be left on the meal plan and Triton Cash will be prorated based on the date of termination. Any amount spent over that dollar amount must be remitted to the Office of Residence Life. Triton Cash funds will be made available for use beginning September 2017, and will be provided as a credit each quarter.
2. Room will be provided beginning August 27, 2017 and ending on Sunday, June 17, 2018. (Residence Hall RAs are required to vacate their rooms during Winter break, unless prior arrangements are made with their direct supervisor.) The exact date of room availability is subject to change, based on bed space availability.
3. Compensation package is subject to change in the event of any changes to the University Housing contract; candidates will be notified of any changes prior to signing any employment agreements.
4. Individuals who resign or are terminated prior to the end of their contract period will be expected to pay back any meal plan benefits that exceed the average pro-rated daily balance which applies to their actual period of employment.

**NOTE:** In periods of high occupancy or overflow, some Resident Assistants may temporarily be assigned a roommate and compensation packages may be adjusted to reflect this.