

Summer Resident Assistant Position Description

POSITION OVERVIEW

A Summer Resident Assistant (RA) is a student employed by the Department of Residential Life to live in a residence hall and work as part of a hall staff team in order to build a positive living and learning environment and community experience for residents. A Summer RA serves as a communication link between the residents of the community and the Department of Residential Life. A Summer RA serves in the following primary roles: leader, role model, programmer, policy enforcer, counselor, and administrator. Summer RAs report directly to a Residence Life Coordinator (RLC).

A Summer RA is expected to know the residents in his or her community on a personal basis and to advise individuals and groups of residents on academic and personal matters. Each Summer RA is expected to create and encourage activities and programs that enhance community and meet residents' personal and academic needs. The Summer RA serves as a role model for students in every aspect of University life and is expected to know various campus resources available to students.

QUALIFICATIONS

- Enrollment in Summer School courses totaling 6.0 hours. At least one class must be a Summer Session A class.
- Be in good academic (not on academic warning or probation), financial (not in arrears with your University account) and conduct (not on conduct probation or have any outstanding sanctions) standing with the University
- Have a minimum cumulative GPA of 2.5 and a minimum previous semester GPA of 2.2 (if the cumulative or semester GPA is below minimum requirements, the applicant is ineligible for selection)
- Preference will be given to applicants with previous experience in the Department of Residential Life

CONDITIONS OF EMPLOYMENT

- Summer RAs are required to sign and abide by the terms and conditions in the Summer Contract.
- The term of appointment is for summer only and is scheduled for May 23, 2012 through July 31, 2012. Intersession work is available: Spring Intersession work is scheduled for May 14, 2012 through May 23, 2012. Summer Intersession work may or may not be available due to the start of the academic year RA contract for other staff. Appointment is based on performance and is renewable upon re-application, evaluation, and consent of the RLC and Assistant Director of the Department of Residential Life.
- Summer RAs must be enrolled in 6 hours of coursework. At the sole discretion of the University, Summer RAs may be placed on provisional status prior to becoming a part-time student or at the sole discretion of the University the employment of the Summer RA may be terminated.
- Summer RAs shall maintain a minimum cumulative grade point average of 2.5 and previous semester grade point average of 2.2. The Summer RA shall notify his/her supervisor if at any time his/her grade point average falls below the minimum. The Department of Residential Life will verify grades each semester.
- All Summer RAs are expected to role model and comply with the same policies, procedures and regulations as residents.
- Summer RAs shall complete all training programs required by the RLC and Department of Residential Life.
- Summer RAs may be expected to work through University holidays including Memorial Day and the Fourth of July.
- The Summer RA position is considered the Summer RA's primary responsibility outside of class and academics. Other activities such as clubs, organizations, theater, band, etc. are to be secondary to academics and the Summer RA position. These activities should be limited in order to fulfill all Summer RA responsibilities.
- Summer RAs shall not accept additional employment on or off campus, except as follows:
- Student teaching and internships as approved by the RLC & Assistant Director of Residential Life.
- Employment required by or related to the Summer RA's major course of study as approved by the RLC and Assistant Director prior to accepting the employment.
- On-campus employment must be approved by the RLC and Assistant Director and cannot exceed 6 hours per week.

COMPENSATION:

- Compensation for the Summer RA position is a stipend of \$900 plus a private room or apartment, when available.
- Summer RAs are required to perform three-five hours of desk duty per week as part of his/her 14 hours of base pay.

RESPONSIBILITIES TO RESIDENTS

- Initiate and maintain contact with each resident.
- Serve as an information referral resource. Counsel and support residents as needed.
- Promote an atmosphere conducive to learning and academics.
- Foster an environment that actively values the dignity and self-worth of all members of the community.
- Promote an atmosphere accepting of diversity and different lifestyles.
- Meet with individuals and groups of residents to resolve conflicts and positively influence students' behavior.
- Serve as an academic role model and guide residents in creating and maintaining an atmosphere conducive to study and learning. May include serving as a tutor or study session leader.
- Adhere to ethical standards.

PROGRAMMING & ACTIVITY RESPONSIBILITIES

- Create opportunities for resident interaction by planning, implementing and advertising intentional programs on an individual and team basis throughout the year.
- Integrate the principles of the Residential Life Programming Models in order to:
 - Involve residents in planning and conducting programs/activities that meet their personal and academic needs.
 - Encourage residents to positively influence policy and activity on their floor.
 - Urge residents to make an active investment in their floor community.
 - Assist residents in creating a sense of identity on their floor and groups.
 - Meet students' developmental needs.
- Discuss and evaluate programs with your RLC and submit program evaluations.
- Change bulletin boards monthly or as instructed by the RLC. Use bulletin boards to disseminate information as well as to educate residents

STAFF AND ADMINISTRATIVE RESPONSIBILITIES

- Report directly to and fulfill all duties as assigned by the RLC
- Participate in evening and weekend on-calls as scheduled. Summer RAs are expected to participate in and complete all assigned on-call coverage as required by area. On-call frequency and dates will vary by area assigned.
- Summer RAs shall be available for weekend coverage as determined by the RLC who is responsible for making the on-call schedule for his/her area.
- During on-call, the Summer RA is required to stay in his/her room except when performing rounds or when handling an incident.
- Complete rounds of the building(s), complete any logs, assist with any after hour problems, and perform other related duties.
- Attend weekly staff meetings, individual supervision and evaluation meetings and other meetings as directed by the RLC.
- Participate in training, staff development activities and committee meetings as required by the RLC and the Department of Residential Life.
- Perform administrative duties as assigned, including but not limited to: update room rosters, distribute memorandums, complete incident reports, participate in check-in and check-out procedures.
- Perform a minimum of three-five hours of desk duty per week. (Compensation for these 3 hours is included in the Summer RA Stipend.)
- Assist in emergencies such as fire alarm evacuation, floods, hurricanes, power outages or other crisis. In case of a crisis, all staff members are immediately on-call.
- Work as part of a hall staff team and actively support other staff members' efforts.

COMMUNICATION RESPONSIBILITIES

- Keep the RLC advised of activities, situations occurring on the floor and resident concerns or issues.
- Conduct floor meetings as scheduled and/or needed.
- Assist in getting information to and from residents as directed by the RLC.
- Submit weekly reports as directed by the RLC.
- Post information and flyers distributed by the Department of Residential Life.

POLICY ENFORCEMENT, REPORTING OF VIOLATIONS AND ROLE MODELING RESPONSIBILITIES

- Advise residents of and encourage adherence to the University Code of Conduct and the Residence Hall rules and regulations as outlined in the *Living it Up* Guide.
- Know, abide by, and serve as a role model for all University and Residence Hall policies and procedures in word and in action.
- Appropriately confront residents when necessary to hold them accountable for their behavior.
- Report all violations of University rules, regulations and policies to the RLC, even if the problem has been resolved. RAs will be subject to termination for failure to meet this expectation.
- Utilize appropriate pathways for confrontation of higher-level violations (i.e. LSU-PD, RLC).
- Immediately communicate and document infractions of University and Residence Hall policy to the RLC

FACILITIES AND KEY RESPONSIBILITIES

- Perform all check-in and check-out tasks, paperwork, issuance and key related procedures in a timely and accurate manner.
- Report all maintenance problems involving University property, deficiencies, or damages to the RLC.
- Work with custodial staff to promote a clean and well-maintained area.
- Summer RAs are responsible for all keys in his/her possession. Upon termination of employment, all keys and other materials distributed to the Summer RA shall be returned to the RLC.
- All keys should only be used for official University purposes that are directly related to the job responsibilities of the Summer RA.
- Master and sub-master keys are to be signed out while in use and immediately returned to the designated staff member after use for official purposes. Staff members are not to carry master or sub-master keys except for when in use.
- Lost keys, including any charges associated with a re-coring or re-keying shall be the responsibility of the Summer RA that was in possession of the keys.
- The employment of a Summer RA may be terminated at the sole discretion of the Department of Residential Life upon loss or misuse of a key

DEPARTMENTAL RESPONSIBILITIES

- Represent and support the Department of Residential Life in interactions with students, faculty, staff, parents and guests.
- Provide assistance to other employees of the Department of Residential Life and other University employees and officials performing certain administrative duties as deemed necessary by the Department of Residential Life.
- Assist with and participate in research/evaluation efforts conducted and/or supported by the Department of Residential Life.
- Participate in the selection of new professional and paraprofessional staff.
- Participate in the formulation, implementation and evaluation of goals and objectives by the Department of Residential Life.
- Read and maintain a working knowledge of the current RA Handbook.
- Job assignments and placements are assigned and changed at the sole discretion of the Department of Residential Life.
- Participate in staffing Department of Residential Life Tours during university orientation sessions as scheduled by their RLC

PROBATION AND DISMISSAL:

- RAs are responsible for becoming familiar with the Code of Student Conduct, the Residence Hall/Apartment Handbook, and the Academic Year Housing Contract.
- An RA may be dismissed immediately for violation of the Code of Student Conduct, the Residence Hall/Apartment Handbook or Academic Year Contract at the sole discretion of the Department of Residential Life.
- RAs who fail to comply with department expectations and guidelines as outlined may be placed on probation or dismissed from their RA position at the discretion of the Department of Residential Life.
- RAs dismissed from his/her position shall be reassigned to an available room within the residential hall system. Dismissed RAs will not be re-assigned to the building in which they served as an RA.
- Upon dismissal or departure from the RA position, all manuals and handbooks shall be returned to the Department of Residential Life. Handbooks lost or not returned will result in a charge for the cost of replacement. Additionally, the RA must return his/her identification badge and all other issued materials from the Department of Residential Life.