

Resident Assistant Job Description

The Resident Assistant (RA) is a fellow student who has been selected and trained to create a positive living environment that is fair to all and conducive to studying. The RA is expected to know the residents, be familiar with college policies, and be available when needed. The RA serves as a facilitator of community development through programming and building relationships with other residents. RAs support their residents, provide campus resources, mediate conflicts, encourage hall (and campus) involvement, and role model respectful behavior. RAs are required to be visible and available during their scheduled duty night and other non-scheduled times. Finally, RAs are expected to assist and communicate community concerns to the Director and Assistant Director of Residence Life.

Period of Employment

The period of employment for resident assistants (RAs) begins approximately three weeks prior to the start of fall semester and ends approximately two days after final exam week in May. Specific dates will be determined each year and RAs will be notified.

Time Off

Resident assistants are permitted six (6) weekends off per semester. Restrictions and exemptions can be made on special weekends (e.g., Sibs' Weekend) as deemed appropriate by the Director of Residence Life. No more than half the staff will be permitted to be off campus during a weekend.

Performance Standards

Ra's will be formally evaluated in December and May by your supervisor, the Assistant Director of Residence Life on the items listed below:

Specific Job Expectations

Student Relationships

- Build individual relationships with residents from the beginning of the academic year.
- Work with residents in establishing community guidelines for cleaning common spaces such as lounges and bathrooms; establishing expectations around noise and sharing common space.
- Conduct opening floor meeting to explain all policies and procedures, discuss programming ideas and, promote community development.
- Hold periodic floor meetings during the semester to discuss areas of concern and growth for the community.
- Provide resources to assist residents with academic, social or college related issues.
- Demonstrate sensitivity toward people with different lifestyles and backgrounds.
- Refer residents to the appropriate personnel in case of psychological and medical emergencies.
- Build a community of respect that helps residents feel safe and comfortable while living in the residence hall.

Administrative Responsibilities

- Attend weekly staff meetings.
- Participate in all move-in and move-out dates at the beginning and end of both semesters.
- Participate in halls closing for fall, Thanksgiving, winter, spring, and Easter breaks.
- Complete all necessary paperwork such as Room Condition Forms (RCF's), Program Reports, and Program Evaluations.
- Assist the Office of Residential Life in implementing all ongoing assessment efforts.
- Participate in the Room Selection Process in March.

Policies & Procedures

- Serve as a role model at all times, including on campus and off campus. This includes adhering to all College policies, including drugs and alcohol.
- Educate residents about emergency protocol and the fire evacuation procedure
- Enforce University policies and procedures in the residence hall and document any policy violations.
- Help in educating the residents regarding College and Residential Life policies and procedures.
- Report any security concerns, including unauthorized entry into residence halls underage alcohol use, drug use, theft, or other violations.

Duty Responsibilities

- Participate in Weekday (Sunday-Thursday) On-Duty rotation from 6:00 p.m.-8:00 a.m. which includes holding the Ra cell phone; office coverage from 6:00-8:00 p.m., rounds of the building, answering telephones, and other duties as assigned.
- Participate in the Weekend On-Duty rotation starting at 6:00 p.m. on Friday and holding the phone until 6:00 p.m. on Sunday. The weekend RA can be off campus (within a 15-20 minute drive) from 8:00 a.m.- 6:00 p.m on Saturday and Sunday but must carry the cell phone.
- Staff is required to work during the closing and re-opening of the halls during the following breaks (fall, thanksgiving, winter, spring, and Easter). RA staff will volunteer to cover duty during breaks and be additionally compensated.

Facilities & Housekeeping

- Report any facilities concerns, such as vandalism in common areas or follow up with outstanding concerns by residents.
- Monitor and evaluate the general security of the residence hall.
- Report any emergency situations or security violations and encourage students to do the same.
- Work cooperatively with all security staff.
- Educate residents about safety and security procedures on and around campus.
- Submit Housekeeping concerns through the workorder system and report concerns to Assistant Director of Residence Life.

Programming

- Plan, execute, and evaluate a minimum of eight high quality programs each semester (one in August and December, and two in September, October, and November). The programs will cover the following areas: social, educational, wellness and diversity.
- Utilize expertise of staff and faculty who can assist with programming efforts.
- Carefully plan and budget programming funds available throughout the semester.

Training & Development

(All scheduled training session are mandatory)

- Ra's move back to the halls the first Thursday of August. Ra training is the first two weeks of August and will last through freshmen move in day. Training is mandatory and working other jobs during this time is not permitted. You will also have the opportunity to meet the Orientation staff and participate in some training activities with them.

August Topics include(but are not limited to): Programming development and implementation; Crisis Intervention; Peer Mediation; Policy Enforcement; Meeting facilitation; Diversity; Teambuilding; Emergency Protocol; Campus Resources; Sexual Assault Education; Community Building; Alcohol Education; Mental Health Issues

- The RA staff also return to campus in January the weekend before classes begin to participate in training activities and prepare for the arrival of new and transfer students.
- Attend RA Conference in January.

Communication

(Email and phone messages should be checked a minimum of once a day).

Oral Communication

- Deliver information consistently and regularly
- Respond to inquiries promptly
- Discuss questions with supervisor and seek clarification when needed.
- Communicates student concerns to professional staff.
- Maintain confidentiality.
- Maintain appropriate phone message at room telephone extension.

Written Communication

- Complete documentation thoroughly and free of error.
- Document and communicate extraordinary situations promptly.