

**WINTHROP UNIVERSITY
DIVISION OF STUDENT LIFE
DEPARTMENT OF RESIDENCE LIFE**

RESIDENT ASSISTANT JOB DESCRIPTION

The residence hall program is dedicated to the growth and development of each individual student as a part of the total educational program at Winthrop University. The primary responsibility of every staff member is to help students understand themselves and others, formulate and attain personal goals, assume responsibilities in group-living situations, develop good interpersonal relationships, and work toward establishing a sense of community within the residence halls. The amount of time a student should reasonably spend performing their duties as a Resident Assistant is 20 hours per week.

REQUIREMENTS

- Must maintain a 2.5 cumulative grade point average from the time of application through employment.
- Must have completed 42 semester hours at the time of employment.
- Must take a minimum of 12 semester hours and a maximum academic load of 18 semester hours. After the first semester of work, an overload may be taken with permission from the Assistant Director of Residence Life
- Must have lived in Winthrop residence halls a minimum of 1 semester.
- Must limit involvement in campus activities and organizations to the extent that there will be no conflict with duty, and the time requirements of the Resident Assistant position. Concerns about time commitments will be considered on an individual basis.
- May not hold a major campus office (i.e. president of RSA, DSU, or CSL) or other employment unless granted an exception by the Assistant Director of Residence Life.
- May not pledge a Greek Organization during the first semester of employment.
- Must be willing to live by and support the policies and philosophy of Winthrop University and to accept the responsibilities of the Resident Assistant position.
- Must not be on academic or disciplinary probation.
- Must take and pass (with a C or higher) LEAD120A: Symposium on Residential Learning and Leadership before employment.

RESPONSIBILITIES

- Work in close cooperation with the Residential Learning Coordinator.
- Work as an office host in the hall office for a set amount of hours per week.
- Be available to residents for a set amount of hours per week.
- Attend regularly scheduled staff meetings with your Residential Learning Coordinator.
- Work with individuals and groups, hall councils, and various Residence Life committees.
- Perform designated administrative tasks.
- Share duty coverage with staff team members, which may include holidays in a 12-month hall.
- Respond to emergencies in the hall.
- Return early and/or stay late during breaks and at the end of the year in order to open and close the hall.
- Act as a good role model, whether on or off campus.
- Know, support and implement University policies and regulations.
- Maintain confidentiality with regards to Residence Hall policies, hall records and hall incident reports.
- Return to campus before fall semester classes begin to attend Fall Workshop and prepare the halls for opening.
- Return to campus before spring semester classes begin to attend Spring Workshop and prepare the halls for opening.
- Understand and comply with the Master Key/Retainer Key policy.
- Attend leadership development sessions, to provide you with training throughout the year.
- Plan and implement programming for your floor and residence hall.
- Support and attend RSA – at least one meeting per semester.
- Participate in RA selection process spring semester.
- Post University flyers.
- Know the names and become acquainted with residents.
- Update and change educational bulletin boards.
- To abide by the procedures established for use of the Residence Life Purchasing Card.
- Contribute to and support the Academic Success Communities and their specific academic theme floor.
- Communicate with their floor's academic theme faculty partner.
- Agree to and carry out duties of the RA Employment Agreement and its accompanying addendum.
- Other duties, special projects and programs as assigned.

RA Job Description Addendum

RA Requirements

- To work in the hall office and complete availability hours weekly as listed below:

| | Office hours |
|-------------------------------------|--------------|
| Richardson/Wofford/M. Nance | 4 |
| Lee Wicker/Phelps/Courtyard/Thomson | 4 |
| Roddey | 10 |

- To maintain availability hours per week on your assigned floor if determined necessary by your supervisor.
- To hold a hall/floor business meeting at the beginning and end of each semester.
- To program and participate within the L.E.A.D. Programming Model, completing all required tasks.
- To be present on campus over the weekends at least two (2) out of a four (4) week period.
- To participate on one RL departmental committee.
- To participate in your Academic Success Community committee.
- To work five (5) on-call weekends per semester.
- In a 12-month residence hall: participate in duty coverage during holiday breaks.
- To attend leadership development sessions equaling a minimum of 4 points per semester.
- To read the Winthrop University Common Book in its entirety, and complete at least one program related to its themes and/or content.