Resident Assistant Position Description
Fall 2023 – Spring 2024

Overview:

A Resident Assistant (RA) is a student staff member who is responsible for the residents within their assigned area. They are typically assigned a floor/floors or building/buildings that house their specifically assigned residents, but are also responsible for their entire area while serving as on-duty personnel. As the front-line staff member for Housing and Residential Life, the RA is responsible for serving as a guide for their residents while also cultivating community. This is a position where the RA is expected to assist in building the community of the area, advising residents appropriately, evaluating and managing conflict and policy, modeling appropriate behavior, and performing on a team of Housing Staff. Successful candidates for the RA position will demonstrate an ability to perform with situational awareness, inclusivity, customer service, critical thinking, and problem solving.

Roles and Responsibilities:

Community Development
- Staying visible and accessible to the assigned community and area as a whole
- Connecting residents with each other
- Obtaining a basic knowledge of each resident in the assigned community within the first six (6) weeks of each semester
- Supporting the area's Programming Council as directed by the supervisor
- Addressing issues in the assigned community in a timely manner
- Sharing appropriate information with assigned residents in a timely and effective manner

Ethical Behavior and Role Modeling

- Maintaining and representing to their assigned community a positive attitude about the assigned area, the Housing Department, and the University as a whole
- Developing a personal sense of ethics and morality within their own identity
- Displaying appropriate attention to academics
- Participating actively and positively in team building activities
- Not participating in behaviors which would compromise their position
- Maintaining privacy and confidentiality as required by the Housing department, University, local, state, and federal policy and law

Interpersonal Skills

- Building and maintaining a successful dynamic with all area staff members
- Collaborating in an equitable manner with the area and Housing team
- Supporting all area team members
- Giving clear, concise, and constructive feedback to peers

Programming

- Fulfilling the requirements of the Housing and Residential Life Programming Model
- Utilizing creativity in program creation
- Appropriately advertising programs
- Utilizing programming to effectively meet the needs of the area's residents
- Encouraging student involvement

Administrative

- Timely and prepared for all meetings
- Accurately completing all administrative tasks and paperwork/forms in a timely manner
- Participating in the opening and closing of the area
- Following emergency protocol when necessary

- On time for all on call shifts and responsibilities
- Correctly completing rounds, related forms, and on call tasks in a timely manner
- Appropriately requesting and documenting on call changes
- Enforcing policies in a fair and consistent manner
- Appropriately confronting and documenting all incidents or policy violations
- Notifying the appropriate on call personnel when situations arise in the area

Professionalism

- Keeping open and regular communication with supervisor
- Practicing professionalism in all written and verbal communication with students, faculty, and staff
- Attending professional development opportunities and Housing Training
- Practicing effective time management skills
- Asking questions as needed

Requirements and Compensation:

Requirements for Applicants

- Must have completed 24 credit hours at the time of employment
- Must have a clear judicial record with Housing and Residential Life
- Must have and maintain a minimum semester and cumulative GPA of 2.5 if an undergraduate student or 3.0 if a graduate student
- Must pass a criminal background check administered by Housing and Residential Life
- Must go through entire interview process including application, references, individual interview, and group interview
- Must attend both Fall and Spring Training and be present for Fall and Spring Opening and Closing

Supervision and Job Requirements

- Will report directly to the Area Coordinator in their respective area and will be subject to the supervision of the Resident Director, the Associate Director, and the Director of Housing and Residential Life.
- Must participate in assigned "on call" hours each week and occasional weekends, must remain in their designated area while on call, and are required to make themselves available to residents and/or staff members as directed.
- Required to work the area front desk for four (4) hours per week, as directed.
- Required to assist in staffing their areas during Fall Break, Thanksgiving, Spring Break, and university holidays.
- Expected to participate in Connection Point activities, athletic activities, and other University sponsored programs, as directed by supervisor.
- Required to attend all pre-service training sessions, staff development programs, and staff meetings as directed.

Compensation

- RAs receive a monthly stipend of $475. All stipends are dispersed monthly during the period of employment. If an RA begins employment after the appointment start date, their monthly stipend will be prorated accordingly.
- RAs are provided a 100-block meal plan each semester during the regular academic semesters.
- RAs are assigned to a private or single accommodation in their assigned building, at no cost.
- RAs are provided with a Housing Parking sticker for accessibility of their area.
- RAs are given the opportunity, with approval, to take open desk shifts for an additional $9 per hour for up to 9 hours per week.

By signing the <u>***Statement of Understanding,***</u> ***I acknowledge that I understand and agree to abide by the above expectations. Failure to adhere to these minimum expectations may result in job reprimands including termination from the Resident Assistant position.***