



CARROLL UNIVERSITY

Office of Residence Life
and Housing

Resident Assistant Position Description

The Resident Assistant (RA) serves as a member of the Carroll University Residence Life and Housing Staff and is appointed for a full academic year at 29 hours per week. The RA has general responsibility for the entire Residence Life and Housing program with specific emphasis being given to the students in their community/floor. The RA position is a highly rewarding role that requires significant commitment and may impact your availability to participate in activities outside of the RA position.

The RA is a full-time student and must be enrolled in a minimum of 12 credits while in the position. Since the RA position is reserved for those who can maintain a satisfactory level of academic achievement and still fulfill the responsibilities of the position, a minimum cumulative GPA of 2.5 is required of all applicants. This minimum GPA must be maintained throughout employment.

The RA position is a 29-hour/week responsibility, including overnight on-call rotations and weekend on-call rotations. RAs are not eligible for other on-campus paid employment positions.

The RA position begins before the Fall semester, continues through the end of each semester and during periods in which the University is in session. All training sessions and break period closings throughout the year are mandatory; RAs will need to work during some break periods. RAs must attend all training and in services, which includes, but is not limited to Fall Training, Student Affairs Division Wide Training, Winter Training, and Spring Training. Fall Training and Winter Training will require RAs to return to campus before official university housing openings.

An RA is expected to give priority to this position over all other areas of activity except for academic work. Weekly time commitments will include daily interactions with residents, daily administrative work, weekly staff meetings, weekly meetings with supervisor, programming, and duty rotations.

The following position description outlines the functions that an RA is expected to perform as a staff member. While this position description can be generally applied to all RAs across campus, staff members may be expected to perform additional functions to meet the needs of their area, as directed by the supervising Area Director (AD).

A. Primary Functions

1. Provide safe, inclusive, and supportive living and learning environments that positively impact student engagement, retention and success.
2. Inform residents of University regulations, policies, and safety procedures.
3. Support, enforce and abide by all University regulations and policies.
4. Document and communicate violations to the appropriate University Offices and complete documentation procedures.
5. Participate in a duty rotation with the residence life student staff.
6. Participate in residence hall front desk operations as necessary. Be responsible for the opening and closing of the housing community during all vacation/break periods by:
 - a. Assist with resident check-in and check-out procedures during the opening, closing, and throughout the year, including early arrival check-ins.
 - a. Checking all rooms as directed by and to the satisfaction of the Office of Residence Life and Housing.

- b. Returning to housing during university openings as directed by the Office of Residence Life and Housing.
7. Report problems and concerns impacting students and the community living environment to the supervising AD
8. Help with facility upkeep and safety by assisting with snow and garbage removal, when needed.

B. Administrative Function

1. Read and respond to communication (e-mail, voicemail, text) as directed by the supervising AD.
2. Check the RA mailbox for postings and information daily.
3. Attend staff meetings as set by supervising AD.
4. Report common area and/or room repairs through the work order system.
5. Report common area and room damage to the appropriate offices.
6. Complete all required paperwork for the residential curriculum, including program proposals and evaluations, attendance tracking, and interaction logs.
7. Provide access to storage facilities, if applicable.
8. Ensure that all housing forms are completed properly and are in order (room inventories, roommate contracts, floor charter, etc.).

C. Community Building

1. Be available, visible, and accessible to residence life staff and residents.
2. Support and implement the Residential Curriculum as directed by the supervising AD.
3. Assist residents in acclimating to the university and the assigned housing area.
4. Facilitate community meetings and post community meeting minutes as directed by AD.
5. Communicate appropriate information within the assigned community.
6. Engage residents in leadership opportunities and the planning and implementation of programs.
7. Plan and implement programs to meet the interests and needs of residents following the Residential Curriculum of the assigned area.
8. Utilize community budget appropriately
 1. Use appropriate tax-exempt forms provided by the supervising AD
 2. Complete Request for Payment form accurately as directed by the supervising AD
9. Complete programming proposals and evaluations as directed by the supervising AD.
10. Collaborate with other campus offices in planning and implementing programs.
11. Attend and promote residence hall organizations and/or area programs and initiatives as applicable.

D. Resource/Referral Functions

1. Fully read and understand all policies, procedures, sanctions, and contents of the Residence Life Staff Manual, Student Handbook, and Student Code of Conduct by the end of fall training.
2. Know how to access and utilize University informational literature (University catalog, academic requirements, academic calendar, activities calendar, etc.) and University offices.
3. Communicate information about specific housing area, Residence Life and Housing, and all University services to residents.
4. Make appropriate referrals.

E. Training

1. Attend, assist with, and actively participate during all training
2. Attend and participate in in-services as required by the Office of Residence Life and Housing and the division of Student Affairs.

F. Other Duties as Assigned

Resident Assistant Position Qualifications

Required:

- Ability to commit to a one-year contract and all assigned duties
- Resident Assistants must have a 2.5 cumulative GPA. Students who do not meet this requirement, but would still like to be considered, need to petition for an exemption
- Awareness and sensitivity to all areas of diversity
- Must maintain full-time student status (minimum 12 credits)
- A candidate's conduct history will be considered in the hiring process. Candidates must be clear of conduct probationary status at the time of employment
- Must pass a background check
- Ability to climb stairs and perform some physical activities such as lifting boxes, moving furniture, and other functions with or without reasonable accommodations
- Reliability, responsibility, maturity, and a genuine willingness to help students
- Ability to respect and maintain confidential information
- Willingness to serve appropriately as a positive representation of Carroll University (including online communications)
- Willingness to function as a leader and as part of a team
- Ability to work effectively under pressure through difficult situations

Strongly Preferred

- Two semesters of experience living in campus housing at the time of employment
- Effective written and oral communication skills
- Organization and time management skills
- Ability to manage multiple projects and meet deadlines
- Experience facilitating small and large group discussions
- Experience responding to emergency and crises
- At least second-year student status at the time of employment

You will learn:

- Interpersonal and group facilitation skills
- Program planning skills
- Confrontation and problem-solving techniques
- Emergency procedure and crisis response skills
- Administrative and organizational skills
- Teamwork
- Resource and referral information about Carroll University

Compensation*:

- On-campus housing
- 140 Meal Block plan for each semester and dining dollars
- Additional meals and dining dollars are provided for training periods and appropriate breaks
- Stipend paid in ten installments over the academic year

* RA resignation or termination will result in loss of all unearned compensation