

Resident Assistant Position Description

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. RAs are trained throughout the academic year to fulfill job duties that include but are not limited to crisis and emergency response, positive role-modeling, teamwork, and developing awareness and sensitivity to all areas of diversity and social justice.

The RA is a full-time student and must be enrolled in a minimum of 12 credits while in 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 duty rotations and weekend duty rotations. RAs are not eligible for other on-campus paid employment positions.

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, regularly scheduled meetings with the supervisor, programming, and duty rotations.

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. Support and assist residents within residential communities through community development and appropriate resource referrals.
2. Enforce, and abide by all University regulations and policies.
3. Participate in a duty rotation with the residence life student staff.
4. Participate in residence hall front desk operations as necessary.
5. Assist with resident check-in and check-out procedures during the opening, closing, and throughout the year, including university breaks and early arrival check-ins.

B. Administrative Function

1. Document and report resident student concerns to supervising AD.
2. Read and respond to communication (e-mail, voicemail, text) and check the RA mailbox. Attend staff meetings and training as set by supervising AD, the Office of Residence Life and Housing, and/or the Division of Student Life.
3. Document and report alleged policy violations and residence hall repairs or damages.
4. Complete all required paperwork including, but not limited to residential curriculum, attendance tracking, business, and housing forms.

C. Community Building

1. Be available, visible, and accessible to residence life staff and residents.
2. Assist residents in acclimating to the university and the assigned housing area.
3. Facilitate community meetings.
4. Engage residents in leadership opportunities and the planning and implementation of programs.

5. Plan and implement residential curriculum programs to meet the interests and needs of residents of the assigned area.
6. Attend and promote residence hall organizations and/or area programs and initiatives as applicable.

F. Other Duties as Assigned

1. Other duties assigned, including but not limited to:
 - a. Help with facility upkeep and safety by assisting with snow and garbage removal, when needed.

Resident Assistant Position Qualifications

Required

- Ability to commit to a one-year contract and all assigned duties
- 2.5 cumulative GPA
- Full-time student status (minimum 12 credits)
- Candidates must be clear of conduct probationary status at the time of employment
- Must pass a background check
- Ability to use stairs and with or without reasonable accommodations perform some physical activities such as lifting boxes and moving furniture
- Maintain confidential information

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 emergencies and crises
- At least second-year student status at the time of employment

Compensation*

- Free on-campus housing
- Free meal plan for each academic semester
 - Additional meals and dining dollars are provided for training periods and appropriate breaks
- Stipend paid in installments over the academic year
- Free training that develops students' transferable and marketable skills

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