RESIDENT ASSISTANT JOB DESCRIPTION

Resident Assistants (RA) are paraprofessional staff members who serve as the principal student leaders for the residence halls. They are responsible for establishing and maintaining an atmosphere that promotes the educational, cultural and social development of residential students. RAs serve as role models who exhibit a positive attitude, inspire respect and civility, and possess a genuine interest and concern for a diversity of people and their experiences. The following qualifications and responsibilities represent key traits necessary for and functions of the RA position.

I. Qualifications
   A. Be enrolled in a full-time undergraduate degree program
   B. Be in good academic standing with the University
   C. Maintain a cumulative GPA of 2.75
   D. Be in good conduct standing with the university
   E. Demonstrate an advanced level of maturity, sound judgement, emotional stability, and flexibility
   F. Show leadership potential
   G. Demonstrate an appreciation and knowledge of diversity and social justice
   H. Display strong interpersonal skills with the ability to interact effectively

II. Required Application Materials
   A. New Applicants: Completed application, two references (one from a Residence Life staff member, a second from a professional, university, or academic reference)
   B. Returning Applicants: Completed application

III. Responsibilities
   A. Residential Education: RAs will ensure the educational growth of residents in the following ways:
      ● Complete all aspects of the Residential Curriculum as assigned by the AD
      ● Collaborate with ADs to develop and deliver effective educational initiatives for your community that meet curricular objectives and outcomes
      ● Disseminate student learning assessments to residents following implementation of educational initiatives
      ● Assist the AD in collecting, organizing, and reporting the data from student learning assessments
      ● Complete reports on initiatives in a timely manner, as determined by the AD
   B. Community Development: RAs will foster and facilitate the growth and individuals and communities in the following ways:
      ● Be available and visible in your community on a regular basis
Utilize sociograms and meaningful interactions to become familiar with each resident's needs and concerns

Utilize data from the available sources (sociograms, meaningful interactions, etc.) to develop and deliver opportunities for residents to engage in their hall, university, and the local community

Promote an inclusive environment in creating a positive, enthusiastic atmosphere in the residence halls, conducive to academic pursuits and social development.

Promote the establishment of a cohesive, self-reliant community environment through the development of self-awareness, responsibility, and a sense of respect for self and others.

Conduct roommate mediation meetings for residents of assigned floor/area as needed

C. Administrative

The smooth operation of the residence halls is dependent upon the collaborative and cooperative efforts of all staff members. RAs are called upon to provide administrative support in the following areas:

- Keep Professional Staff informed of the needs, concerns, and activities of the residents through participation in weekly staff meetings, bi-weekly individual meetings with your direct supervisor, and bi-weekly supervision reports
- Conduct community meetings to impart information, develop community, discuss issues, and assess needs
- Conduct Health & Safety Inspections
- Be familiar with all University offices and services for referral purposes
- Work as a member of the Office of Residential and Commuter Life team through cooperative and supportive interactions with staff members
- Attend monthly all departmental staff meetings
- Attend all weekly staff meetings (Mondays 9:30-10:30 pm)
- Attend a bi-weekly one on ones with their staff supervisor
- Assist with residence hall/community opening and closing
- Be present in the Residence Hall/assigned community from 8 p.m. to 8 a.m during week night duty nights and 8 p.m. – 8 p.m. on weekend duty nights and complete scheduled rounds of your area
- Complete a bi-weekly supervision report summarizing events, resident concerns, programming educational and relationship building initiatives, personal concerns, etc.
- Use keys responsibly and appropriately.
- Respect and maintain the confidentiality of residents, situations, and/or campus incidents

D. Conduct & Crisis

RAs are responsible for creating an environment where residents abide by the policies and procedures that are established by the university, as well as local, state, and federal law. RAs are responsible for enforcing policies governing student conduct consistently and offering support and referral in times of crisis.
● Inform residents of policies, events, deadlines, procedures, and any other information pertinent to student life and the general functioning of the residence hall or Capital University.
● Confront and document all policy violations promptly and consistently, follow protocol to appropriately address all emergency situations, and assist outside agencies when requested to do so.
● Refer crisis situations to Area Director on Duty, and assist with these situations when necessary.
● Know the University Student Code of Conduct as outlined in the Student Handbook and residence hall regulations presented in the Housing agreement and the RA Handbook.
● Have knowledge of the resources available to students on campus, including but not limited to, Health and Wellness, the Title IX office, confidential reporting agencies, Disability Services, Protocall and the University pastor.

E. Other Duties As Assigned
● RAs complete any other duties or tasks assigned by their direct supervisor, the Associate Director of Residence and Commuter Life or the Director of Residence and Commuter Life.

IV. Compensation
A. Remuneration for full room paid for each semester; RAs will receive a private room as part of their overall compensation. (Private rooms will be dependent upon residential capacity needs and/or availability)
B. A stipend will be paid in three installments throughout the duration of the contract.
C. RAs are able to purchase S-lot parking passes for convenient parking, regardless of class standing.
D. RAs are eligible for EARLY REGISTRATION on their class’ first day of registration each semester.

V. Expectations and Commitment
While hours worked in the RA position are often not quantifiable, below are a few general examples of commitments you can expect in the position. Additional, more specific time commitments will be listed in your RA Agreement:

● Resident Assistants will be responsible for commitment to the position FOR THE ENTIRE ACADEMIC YEAR (August 24, 2020-May 8, 2021) upon entering into this agreement. Failure to keep this commitment will result in the forfeiture of compensation package for the remainder of the contract.
● Outside Employment/Internship: RAs are limited to a maximum of 20 hours per week of employment/internship experience in addition to this position. Additional work and/or
practical learning hours must fall between 7a.m. and 9 p.m. and are subject to the approval of your Area Director

- Leadership: RAs are encouraged to be engaged in the campus community. However, to ensure the success of the residential living experience, RAs are limited to holding up to 2 leadership positions within a student organization, group, or club. Any additional leadership positions are subject to advanced approval of the AD

- Adhere to the Student Code of Conduct, University regulations, Residential and Commuter Life policies, and local, state and federal laws

- Attend and participate in all mandatory meetings and training programs. No outside commitments may be held during training periods

- Additionally, RAs will be required to complete online summer training modules each month in order to be best prepared for fall training and the upcoming year. Modules will have individually assigned due dates

VI. Dates Agreement
As a condition of employment, RAs are expected to be present and available for each of the following time periods:
- Staff Reveal: Friday, March 6, 2020
- Fall RA Training: Wednesday, August 5- Thursday, August 20, 2020
- Opening/Move-in: August 20- Sunday August 23, 2020
- Spring Training: Thursday, January 7- Saturday, January 9, 2021
- Spring Opening: Sunday, January 10, 2021
- End of Year Closing

*All dates are based on projected academic calendar. Any changes in the official academic calendar could alter the dates for training and the overall contracted dates of employment. An updated job description will be provided with the offer of employment.