Department of Residence Life
Resident Assistant Job Description

The Resident Assistant (R.A.) is a position offered by the Department of Residence Life. As a member of the Department of Residence Life, a R.A. is directly supervised by the Residence Hall Director/Area Coordinator of their residence hall. The R.A. has responsibilities for the entire residence hall while focusing, more specifically, upon the responsibilities related to their section. The R.A. plays a vital role in the establishment of an environment conducive to maximum academic, personal, and social development, and to maintaining healthy and safe living conditions. Please be aware the Department of Residence Life reserves the right to continue modifying the position responsibilities/tasks as the department continues to receive ongoing information related to COVID-19.

Position Requirements
• Be a matriculated undergraduate, full time student and have a cumulative GPA of 2.5 at time of application.
• Have completed 24 credit hours at the time of employment.
• Be in good standing with the Office of Student Rights and Responsibilities.
• Show a strong skill set in Leadership, Communication, Interpersonal, Organization, Time Management, Writing, Critical Thinking & Decision Making, and Confrontation.
• Show a commitment to diversity and support of all students.
• Be willing to work both nights and weekends being a part of a monthly duty schedule.
• Serve in the position for one semester at a time.
• Participate in all staff virtual RA trainings and require meetings.
• Participate in on-ground training upon returning to campus prior to resident students move in.
• Be available for the designated days and times of when the opening and closing of the residence halls occur.
• Participate in all in-service virtual and on-ground training sessions.
• Comply with all COVID-19 requirements set by the University.

Responsibilities of the Position
Below are some examples of the position responsibilities. Additional responsibilities will be reviewed in full detail after being appointed to the position during training. Please note some of these responsibilities have been slightly modified in order to comply with the exiting COVID-19 guidelines.

Student Contact & Visibility
• Have a presence on your assigned floor/section and in the building.
• Build rapport with all residents in assigned building.
• Conduct and hold floor/section/suite chats via virtually as deemed necessary by supervisor.
• Convey openness and receptivity to all residents in the hall, including, but not limited to persons of a different value system, race, and/or orientation.

Policy Enforcement
• Uphold and enforce all University & Residence Life Policies as stated by the Student Handbook, as well as any other established policies, local, state and federal laws.
Administrative Duties

- Assist with all openings and closings of the building for each of the break periods, including arriving early and staying past the official close of the building.
- Assist with all required paperwork of the building; Room Condition Forms, Suite Condition forms, building inventories and any other building specific paperwork.
- Conduct Health & Safety Inspections of all resident rooms.
- Assist in reporting and following up on any maintenance concerns.
- Create and maintain attractive and informative bulletin boards.
- Complete door tags for assigned section/floor at least twice a semester.

Referral Agent

- Provide residents with information and instructions regarding emergency situation protocols, such as fire alarms and fire safety equipment, and building evacuations.
- Report any situations that could jeopardize the health and safety of residents or threaten the security of person or University property.

Programming

- Provide support and attend Hall Council Meetings in your assigned building.
- Provide support to the Inter Residence Council (IRC) by attending IRC general meetings and their events.
- Implement at least one program per month by utilizing the provided guidelines set by the department.

Staff Meetings & Additional Meetings

- Attend all required staff meetings.
- Attend all one-on-one meetings with supervisor. These meetings will include performance evaluations and any concerns regarding performance will be addressed.

Terms of Appointment & Building Placement

- Staff appointment and placement is determined by the Department of Residence Life.
- Appointment is given on a semester basis. The term of employment ends at the end of each academic semester.
- Reappointment to the position is determined based off of your re-application, interview and performance evaluations.
- Department of Residence Life reserves the right to change building & room assignments at any time during a staff member’s employment.
- All staff members are evaluated on a semester basis.

Compensation Package

- All appointed staff members will have room and board charges waived.
- All appointed staff members will receive a stipend of $600.00 per semester.
- Staff members are still required to pay the $50.00 cable fee when applied to their student bill.
- All potential staff members should check with the Financial Aid Office prior to accepting the position to see how the RA position will impact any of the financial aid currently receiving.