# GENERAL DUTIES

* Attend and participate in fall training, spring training and staff development programs throughout the academic year.
* Attend and participate in all staff meetings.
* Be responsive to resident’s needs as necessary
* Provide duty coverage for the building (on Friday and Saturday nights from 9:00 PM to 8:00 AM) on a rotating basis with other RAs
* Return to campus before housing opens in August and January.
* Remain on-campus to close the residential areas for all breaks, as well as stay late at the end of each semester.
* Post and distribute all pertinent information in a timely manner.
* Assist with the distribution and collection of forms and surveys from the Office of Residential Life and Dean of Students Office.

## The many roles of an RA!

Administer strategies from the residential compass.

* Report detailed work orders promptly and accurately.
* Respond to students who are locked out of their rooms.
* Communicate with custodians about problems concerning cleanliness and maintenance.
* Complete all paperwork promptly and accurately in accordance with the request of professional staff members.
* Inform RD/RLC promptly of floor activities, problems, and concerns.
* Check mailbox, e-mail and voice mail daily and respond to work-related requests within 24 hours.
* Usage radios appropriately to communicate.
* Assume other responsibilities as designated by the Office of Residential Life in order to promote an environment conducive to student development.

# REQUIREMENTS

A Resident Assistant must:

* + Be currently enrolled and registered as an undergraduate student.
	+ Maintain a cumulative GPA at least 2.5.
	+ Demonstrate good leadership and communication skills.
	+ Model appropriate and professional behavior around campus.

NOTE: RAS SHOULD NOT ACCEPT THE RESPONSIBILITY OF ANY OTHER JOB, ON OR OFF CAMPUS, WITHOUT PRIOR APPROVAL FROM THE OFFICE OF RESIDENTIAL LIFE.

# Appointment, Salary, & Benefits

This is a 10-month student paraprofessional position that provides free housing, free parking, and stipend of $1545 per year.

# PRIMARY FUNCTION

## The Resident Assistant (RA) will:

**Provide personal help and assistance to residents.**

* Become acquainted with each resident of the floor/tower/area.
* Initiate contacts with students who need help or support.
* Be readily available and accessible to students.
* Display a schedule so that residents know when you are available.

**Keep students informed and, when necessary, direct them to appropriate referral sources.**

* Be accepting of the questions residents may have, particularly during times of the year that generate more concerns (registration, selection of new room assignments, final exams, etc.).
* Be familiar with campus personnel, resources, and procedures; including awareness of changes in services and resources.
* Read and post all information of interest to students.

**Maintain an orderly and reasonably quiet environment.**

* + Instruct all residents to report work order request to you and submit work request in a timely manner.
	+ Explain residence hall emergency procedures to floor/tower/area.
	+ Respond to all emergency or problematic situations.
	+ Encourage group accountability for maintaining a safe and sanitary living environment.
	+ Enlist the help of all residents in establishing and maintaining quiet hours and courtesy hours, which enhance a responsible living environment.

**Conduct programs to promote the growth and development of students.**

* Initiate a variety of academic and social programs for the floor and hall.
* Fulfil programming requirements as outlined in the RA manual.
* Use the strategies from the residential compass to establish intentional interactions.

**Build a sense of community with residents.**

* Conduct floor meetings with residents to discuss and explain policies, issues and group concerns.
* Encourage and support group activities on the floor, within the hall, and between halls.
* Foster an inclusive environment that celebrates diversity.
* Demonstrate leadership with enthusiasm and a positive attitude toward group activities.
* Encourage and participate in activities, which will promote greater unity among residents of the hall/tower and contribute to a sense of community and belonging.

**Explain and enforce policies and regulations as outlined in the Pathfinder.**

* Be conscious of the fact that you are an RA everywhere and represent the College both on and off campus.
* Set an example by adhering to Federal and State Laws and the policies and regulations of the College.
* Be prepared to explain the Pathfinder to students, and enforce all policies in a consistent and ethical manner.
* Confront and document inappropriate behave that violates College policies and participate in the conduct process when requested required.
* Maintain confidentiality in respect to all student matters.