

JUNIATA COLLEGE
Office of Residential Life

RESIDENT ASSISTANT JOB DESCRIPTION

1. **Provide personal help and assistance to residents.**
 - A. Become acquainted with each resident of the floor/tower.
 - B. Initiate contacts with students who need help or support.
 - C. Be available and accessible to students as much as possible.
 - D. Post your academic schedule and hours you expect to be available to your students.

2. **Facilitate meetings and programs to promote the growth and development of students.**
 - A. Conduct floor meetings with residents to discuss and explain policies, procedures and group concerns.
 - B. Encourage and support group activities on the floor, within the hall, and between halls.
 - C. Provide leadership by displaying enthusiasm and a positive attitude toward group activities.
 - D. Initiate a variety of academic and social programs each semester for the floor and hall.

3. **Keep students informed and, when necessary, direct them to appropriate referral sources.**
 - A. Be readily accessible to students and accepting of their questions, particularly during times of the year that generate more concerns (registration, selection of new room assignments, final exams, etc.).
 - B. Read and post all information of interest to students in a timely manner.
 - C. Be familiar with campus personnel, resources, and procedures.
 - D. Be aware of changes in available services and resources on campus.

4. **Explain and enforce rules and regulations as outlined in the *Pathfinder*.**
 - A. Set an example by adhering to Federal and State Laws.
 - B. Understand Juniata College rules and regulations.
 - C. Explain and interpret rules and regulations to students, and enforce policies in an objective manner.
 - D. Document all violations and participate as required in the judicial process.
 - E. Maintain confidentiality as appropriate in all related matters.

5. **Maintain an orderly and reasonably quiet environment.**
 - A. Instruct all residents to report work order requests to them and submit requests in a timely manner.
 - B. Explain residence hall emergency procedures to your floor/tower.
 - C. Respond to all emergency and problematic situations in the residence hall.
 - D. Encourage group responsibility for the safety of residents.
 - E. Enlist the help of all residents in establishing and maintaining quiet hours.
 - F. Provide duty coverage for the building on a rotating basis with other RAs.

ADDITIONAL DUTIES/RESPONSABILITIES:

1. Attend and participate in fall and winter training and development sessions.
** Forego all other employment during training periods.*
2. Attend and participate in all staff and one-on-one meetings with the Resident Director.
3. Accept responsibility for duty, hall openings, and closings.
4. Distribute, collect, and assist in the completion of forms and surveys from the Office of Residential Life and Dean of Students Office promptly and accurately.
5. Open doors for students who are locked out of their rooms.
6. Communicate with custodians about problems concerning cleanliness/ maintenance of building.
7. Inform RD promptly of floor activities, problems, and concerns.
8. Check e-mail and voicemail on a consistent basis.
9. Follow proper radio procedures.
10. Request or report absences to RD in a timely manner.
11. Complete monthly report at the conclusion of each month.
12. Assume other responsibilities as designated by the RD or Office of Residential Life in order to promote an environment conducive to student development.

REQUIREMENTS:

1. RAs are not to undertake the responsibility of any other job, on or off campus, without prior approval from the Office of Residential Life.
2. RAs must maintain a semester GPA of at least 2.5 and also an academic standing of a 2.5 cumulative GPA.

SPECIAL CONSIDERATIONS:

1. RAs that have student teaching/internships/co-curricular assignments need to be aware of the unique time demands and scheduling difficulties involved with both responsibilities. An RA's decision to student-teach should be discussed with the RD prior to signing a contract.
2. RAs must serve in their assigned residence hall.
3. RAs must be enrolled as full-time students (12 credits).
4. When an RA terminates his/her employment or is terminated by the Office of Residential Life, he/she is not allowed to live in the building in which he/she was employed as an RA. Exceptions will be granted only with the approval of the Office of Residential Life.

STAFF DISCIPLINE/TERMINATION:

The following conditions are considered serious enough to warrant dismissal from the RA position:

1. Violation of student code of conduct, including college policy and/or local/state/federal laws.
2. Acts of negligence that cast reasonable doubt on the likelihood of job performance.
3. Misuse of official college keys.
4. Failure to show progress in meeting expectations as outlined in writing by the RD.
5. Failure to comply with specific direction from the RD in regard to responsibilities.
6. Violation or misuse of radio procedures and communications.