RESIDENT ASSISTANT POSITION DESCRIPTION
2016-2017 Academic Year

NATURE OF THE RA POSITION

The Resident Assistant (RA) is responsible for the operation of an entire floor or area under the direct supervision of a Resident Director and the Office of Housing & Residence Life. The role of the Resident Assistant is to facilitate and maintain a positive living environment in the residence hall, which is conducive to the mission and vision of SUNY Jefferson, and the academic achievement, social, and intellectual growth of residents. While it is a responsibility of residence life para-professional staff to respond to problems, staff members should not overlook the importance of a preventative, proactive approach to working in a residence hall setting. The RA has a responsibility to create an atmosphere of community in which people respect each other’s rights, property and sensibilities. In addition, the Resident Assistant needs to work as a supportive team member with other Housing & Residence Life staff members.

RESPONSIBILITIES

The following are some of the basic expectations of Resident Assistants. Specific expectations may vary throughout the academic year and thus additional responsibilities may be necessary. Please note that this is a multifaceted position and staff may be assigned other duties (by the professional staff) in keeping with the spirit of this position description. Resident Assistant staff members will be required to sign and agree to a Resident Assistant Contract prior to employment.

Administrative/Professional

- Participate in the opening and closing of the residence hall at the beginning and end of each semester and at official vacation periods under the direction of the Office of Housing & Residence Life. All staff members are required to remain on campus in the capacity of a staff member until the halls officially close at the end of each semester. No staff members will be released from their contractual expectations before this time. Some staff will be required to return early or leave late at break periods.

- Report maintenance needs and assist in preparing damage reports.

- Be on duty in the residence hall or area on assigned nights as determined by the Office of Housing & Residence Life. This includes:
  - Calling the Office of Housing & Residence Life to confirm duty.
  - Doing rounds and securing the building.
  - Being available to residents (and others) in person, by telephone (with the exception of rounds) and being in the Residence Hall for the duration of duty hours.
  - Obtaining approval for (and notifying) appropriate staff in advance of any duty change.
  - Informing or consulting with the professional staff member on call about important incidents or concerns.

- Post and distribute information to students as directed by the Office of Housing & Residence Life.

- Implement and complete safety and security procedures (e.g., Fire Drills, Safety Inspections, Incident Reports) as directed by the Office of Housing & Residence Life.

- Consult with your Resident Director in resolving roommate conflicts and, where appropriate, facilitating room changes.

- Maintain hall records, including: incident report forms, accurate floor rosters, damage reports, monthly safety
inspection, etc, in cooperation with your Resident Director.

- Attend weekly staff meetings conducted by the Resident Director.
- Maintain regular contact with your Resident Director, either through formal individual meetings, or informal interactions.
- Participate fully in all staff training activities including but not limited to Fall Training, January Training and all Staff Development Workshops.
- Serve as a liaison between the Resident Director, Office of Housing & Residence Life, and the residents of your assigned area. This includes serving in an advisory capacity to the Professional Residence Life staff or other Student Life staff regarding situations that arise in the Residence Hall.
- Check your staff mailbox, voicemail and e-mail on a DAILY basis.
- Respect and maintain confidentiality of students and staff.
- Keep area bulletin boards maintained and up-to-date.

Community Development and Programming

- Ensure that conditions suitable for studying and day-to-day living are maintained in the Residence Hall.
- Strive to develop a sense of community among residents that promotes individual responsibility and protects individual rights.
- Promote a community atmosphere that values the dignity of all individuals.
- Work with residents, staff and hall government in developing residence hall programming.
- Assess student needs and interests at the beginning of each semester.
- Plan and conduct programs throughout the year in conjunction with the Residence Life Programming Model.
- Be supportive of other staff members with regard to their programming efforts.
- Strive to provide opportunities for faculty-student interaction in the Residence Hall.
- Support the efforts of Residence Hall Association throughout the year.
- Participate in Cannoneer Welcome Weekend and other campus wide programs.
- Be a visible and accessible presence in the Residence Hall and floor/area to which you are assigned.
- Resident Assistants are responsible for working with residents to promote and maintain a level of student conduct which is conducive to community living and is in accordance with SUNY Jefferson policies and procedures.
  - Serve as a positive Role Model and demonstrative appropriate behavior for residents and community members.
  - Inform and explain to residents SUNY Jefferson and Housing & Residence Life policies and regulations.
  - Confront and document any situations in which individuals are violating policies or otherwise disrupting the community.
  - Be aware of potential problems that may interfere with living conditions and attempt to take preventative measures to resolve problems.
  - Keep Housing & Residence Life professional staff and Resident Directors informed of all ongoing and potential problem situations.
Peer Counseling, Communication and Referrals

- Know your residents individually and be a resource to them in their personal, social and intellectual growth.
- Know the resources on campus and whenever necessary or appropriate, make referrals.
- Keep your Resident Director informed of the general tone and atmosphere of your floor on a daily basis.
- Be informed and pass along information to your residents regarding: (a) campus events, (b) extra-curricular opportunities, (c) important general announcements, and (d) community events.

Availability

- Residence Hall Staff are expected to maintain residence in the rooms assigned to them from the first to the last day of each term with limited overnight absences (including weekends). Inform your Resident Director and the appropriate professional staff person of plans to leave the campus for more than a day.
- Residence Hall Staff should make a special effort to spend as much time as possible in their hall/area. This position should be second in priority and time commitment only to a Resident Assistant’s academic work. The professional staff reserves the right to limit the outside commitments of any staff member who is unable to devote sufficient time to his/her duties.