

Resident Assistant (RA)

Job Description

Supervisors: Director of Residence Life
Resident Director

Hours: **Front Desk Duty:** 5:00 PM to 12 Midnight
Job Responsibilities: Hours Varies, Flexibility Required

Resident Assistant Duties & Responsibilities

The Resident Assistant (RA) represents Residence Life as a key staff member in its operations. As a full-time undergraduate student, the RA works under the direct supervision of the Director of Residence Life & Housing and Resident Director. Together, these staff members work with students to create and maintain an atmosphere that fosters a community conducive for academic success, meaningful fun and educational programming opportunities as well as valuable personal growth experiences. The RA has many diverse responsibilities and must be able to balance several multidimensional roles including active planner, helper, advisor, resource person, administrator and role model.

Residential Life Responsibilities

1. Communicate and enforce College policies and Residence Life regulations to students.
2. Document violations of College police and Residence Life regulations.
3. Report emergencies and life threatening situations to appropriate College personnel.
4. Report conflicts, incidents, and Title IX incidents violations to appropriate College personnel.
5. Be accessible to students and their concerns through regular staff/student contact, acting as a referral agent when appropriate.
6. Serve as a resource and role model to students.
7. Develop and present programs to students as required by Resident Director and Residence Life.
8. Conduct building/floor meetings as needed with the approval of your Resident Director.
9. Mediate student conflicts and arrange roommate living agreements when necessary.

10. Assist with distribution of information to students.

Staff Responsibilities

1. Disseminate information about Residence Life and College events and policies through individual interaction, postings, floor meetings, etc.
2. Maintain documentation of incident reports of all resident behaviors that conflict with College policy and/or the regulations of Residence Life.
3. Respond appropriately to crisis situations as outlined in the RA Manual.
4. Participate in professional development programs including all training sessions.
5. Assist in the recruitment, selection and training of new Resident Assistants.
6. Work scheduled on call shifts including emergency shifts and holidays.
7. Work scheduled on call and desk shifts during breaks.
8. Attend **all** staff meetings.
9. Actively support Residence Hall Council.
10. Be generally available to students and staff at irregular hours (any hours that you are not working a desk or on call shift).
11. Act as a team player and present a positive and enthusiastic attitude.
12. Perform other duties as assigned by Residence Life and/or the Resident Director.

Facilities Responsibilities

1. Assist with residence hall opening and closing procedures, including holiday breaks.
2. Perform room inspections as scheduled.
3. Assist staff with room and mail key distribution and lockouts.
4. Monitor hall common areas and lounges.
5. Assist with room assignments and room changes.
6. Adhere to the dress code when performing on call duties.
7. Complete room/apartment condition checklist.