RESIDENT ASSISTANT GENERAL RESPONSIBILITIES AND EXPECTATIONS

*Note: This document is to be used as a sample and reference. Responsibilities are subject to change at the discretion of the Office of Residence life.

STATEMENT OF PURPOSE:

Reporting directly to the Community Director, the Resident Assistant (RA) is responsible for the day to day interaction and development of the students who reside in the residence halls. General responsibilities include: maintaining a safe and secure environment for resident students, student community development, educational programming, and associated administrative responsibilities.

MAJOR DUTIES AND RESPONSIBILITIES:

A. COMMUNITY DEVELOPMENT:
1. RAs are required to know each of the residents in their respective floor/wing/section. RAs must know all their residents by name.
2. Become familiar with each student in his or her assigned area: interests, abilities, health problems, attitudes, needs, and academic concerns.
3. Be aware of relationships between roommates, suitemates, and apartment-mates and notice the structure of groups and their effects on others in the living area.
4. Assist residents, within the limits of training and capability, with academic, personal, and social matters.
5. Be knowledgeable about the referral services.
6. Responsible for addressing any policy violation or disruptive situations arising in the residence halls at all times, not just when on duty.
7. Complete accurate incident reports and forward incident reports to the area CD, the CD on duty, and other designated professional staff members immediately following the incident.
8. Spend two evenings a week outside of any scheduled duty nights within your assigned building being available to assist residents.
9. Establish a close relationship with the Residence Hall Association as well as the Hall Council in the building.
10. Be available for Fall Frenzy Events, University Day of Service in September, Open Houses and Admitted Students Day which occur on a Saturday or Sunday, participate in Relay for Life, and other departmental events and days of service.

B. PROGRAMMING RESPONSIBILITIES:
1. All Resident Assistants are required to fulfill programming requirements set forth by their Community Director.
2. Coordinate and implement community development activities for the residents.
3. Creatively advertise programs and activities.
4. Manage funds and receipts for programming funds allocated per semester.
5. Support and attend other area/building activities (i.e., RHA, Hall Council, traditional area events, hall meetings, etc.).
6. Hold regular floor/wing meetings for social activities or to discuss Community Standards.
7. Post notices and maintain current/updated bulletin boards; promoting and publicizing college/community and University programs.
C. ADMINISTRATIVE RESPONSIBILITIES:

1. Participate in weekly staff meetings, scheduled one-on-ones, and other area/building meetings as determined by the CD and/or Assistant Director.
2. Attend monthly In-service programs on Wednesdays during Common Hour. As such, all RAs are expected to keep their schedules clear during this time and cannot schedule classes or outside commitments that would interfere with this requirement.
3. Attend all of Summer Staff Training, which begins in mid-August. This includes participation and assistance with Red Hawk Days and building events through the first week of classes.
4. Attend all of Winter Staff Training and Spring Semester Opening.
5. Participate in staff duty schedule and fulfill duty responsibilities.
6. RAs are required to be “on duty” (as scheduled) and available in their residence hall (or designated area) between the time office duty begins and ends. On Sunday-Thursday, duty begins at 8:00 PM and ends at 8:30 AM the following morning. On Friday and Saturday, duty begins at 8:00 PM and ends at 8:00 PM the following day.
7. Third and fourth-year staff members -- meet with their CD and the Assistant Director to discuss specific expectations unique to the third and fourth-year RA experience.
9. RAs in all buildings must be available to participate in on duty coverage over the Thanksgiving holiday weekend (Wednesday – Sunday) and throughout Spring Recess.
10. All hired RAs must be available to participate in on duty coverage in buildings that may be open during academic and holiday break periods, including but not limited to Winter Break.
11. Assist in the opening and closing of the buildings at the beginning and ending of each semester, as well as each time the residential areas close for vacation breaks and recess periods. This requires RAs to arrive early and remain until inventory, check-in, check-out, closing, and other assigned duties are completed. RAs should expect to be available to conclude responsibilities for the fall semester on the day after the last day of final exams. RAs in halls that are open during the Winter Break will need to be available as scheduled after this date. RAs should expect to be available to conclude responsibilities for the spring semester following commencement.
12. Assist with and use necessary forms and reports (such as new rosters, health and safety inspections, incident reports, housing surveys, and maintenance reporting procedures) in a timely manner.
13. Perform duties and responsibilities as assigned by the Department.
14. All Resident Assistants will work four hours each week at either the Service Desk or Office in their assigned community. Please note: this shift is part of the overall RA compensation package, and therefore will not be paid as an additional hourly position.

D. FURTHER CONDITIONS:

1. Undergraduate RAs are not permitted to take less than 12 or more than 15 credits per semester without the permission of the CD. Graduate RAs are not permitted to take more than 9 credits per semester without the permission of the CD. Exceptions will be made for seniors in their final semester.
2. RAs should refrain from taking evening classes after 8:00 PM unless absolutely necessary to avoid conflict with duty responsibilities. Evening classes must be approved by the CD prior to registration.
3. RAs are required to participate fully in the training programs held prior to, and during, each semester.
   - Students who cannot attend training sessions because of sports training, outside work commitments, etc., may not maintain their position with the department.
4. RAs will be evaluated by their residents and supervisor(s). These evaluations will be used to strengthen staff members’ effectiveness.
5. The RA position is for the entire academic year and the RA must commit to a full academic year contract beginning in mid-August and ending in May following commencement.
6. RAs must clear all holds on their account before the deadline each semester.
7. RAs must refrain from making official comments in the media or posting information/pictures on online communities/social media such as Facebook, Twitter, Instagram, YouTube, etc. which violate departmental policies, values, and furthermore can be perceived to hinder credibility in performing RA responsibilities and reflect unfavorably on the department or University.
8. Due to the nature of the RA position and the relationships that they must develop with residents, inappropriate relationships with residents are not permitted.
9. Staff members will be asked to complete an Outside Commitment Contract with their supervisors.
10. First year Resident Assistants must take and complete the Psychology of Leadership: Theory and Application (PSYC 294) course and earn a grade of a B or higher during the fall semester.

TERMS OF EMPLOYMENT:
1. Resident Assistants (RAs) must be full-time students, sophomore, junior, senior class status, or graduate students. (Exceptions will be made for seniors in their final semester.)
2. ACADEMIC STANDING: Undergraduate RAs are expected to maintain a cumulative and semester grade point average of 2.5 or higher. Graduate students must maintain a cumulative and semester GPA of 3.0 and higher. A semester GPA below the expectation is unsatisfactory and will result in employment probation or termination. A cumulative GPA below the expectation will result in termination.
3. CONDUCT STANDING: RAs are expected to remain in good disciplinary standing (i.e., may not have a current conduct sanction such as warning or probation). Should a report be filed indicating a possible violation of the Residence License and Dining Agreement and/or Code of Conduct, the RA will be immediately issued an interim suspension until the student conduct and employment review processes have concluded. The RA’s employment status may be determined by an Employee Review Committee or through a meeting with their supervisor or Assistant Director, and may result in termination from the position.

Depending on the nature of the violations and performance history, staff members who hold multiple positions within Residence Life may be terminated from one or all of their positions if violations of Residence Life policies are made or expectations are not met.

Resignation or termination from the RA position requires that you vacate your room immediately. In addition, The Office of Residence Life will not guarantee a room assignment on campus unless a vacancy exists at the time of your departure. If placed in a residence hall room, you will be responsible for all room and board costs for the remainder of the semester.

COMPENSATION/BENEFITS:

The RA compensation package includes a single room waiver to cover the cost of housing and a stipend. This stipend is dispersed evenly over eight pay periods throughout each semester.

RA’s who have served as a RA for more than two full academic semesters (fall and spring) will receive a yearly stipend of $3300.00. This will be dispersed evenly over eight pay periods throughout each semester.

New RA’s, defined as RA’s who have served in their position less than two full academic semesters—fall and spring, will receive a yearly stipend of $3000.00. This will be dispersed evenly over eight pay periods throughout each semester.

Please note that RAs in traditional halls are required to purchase meal plans.