RESIDENT ASSISTANT GENERAL EXPECTATIONS

While no position description completely describes the job, the responsibilities listed below are a representation of the major expectations required of Resident Assistants. Candidates selected will receive final copies of the official job description.

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. SUPPORTING RESIDENTS:

1. Assist residents with personal, social, and/or academic concerns or needs.
2. Refer students, as necessary, to appropriate University or community resources.
3. Work with Community Director, their designee, to determine whether roommate conflicts can be mediated or referred to Mediation Resource Center.
4. Inform and update the Community Director, or their designee, of any important floor or community occurrences and of students with possible emotional, physical, and/or mental health concerns.
5. Maintain regular contact with residents to develop positive relationships.
6. Celebrate diversity by demonstrating respect for all students, inclusive of all races, ethnicities, nationalities, gender identities, sexual orientations, religions, abilities, etc.

B. 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, challenges, 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.

C. CURRICULAR RESPONSIBILITIES:

1. All Resident Assistants are required to fulfill residential curriculum requirements set forth by the Department and their Community Director.
2. Coordinate and implement community development activities for the residents.
3. Creatively advertise and communicate with residents.
4. Manage funds and receipts for programmatic initiatives.
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. Engage in intentional conversations with residents.
8. Post notices and maintain current/updated bulletin boards; promoting and publicizing college/community and University events.

D. 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 departmental meetings on Wednesdays from 4pm-5pm. 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. Complete all In-Service training Requirements and document participation accordingly.
4. Attend all of Summer Staff Training, which begins in mid-August. This includes participation and assistance with opening, Red Hawk Day, Red Hawk Frenzy, and building events through the first week of classes.
5. Attend all of Winter Staff Training and assist with Spring Semester Opening.
6. Participate in staff duty schedule and fulfill duty responsibilities.
7. 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.
8. 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.
10. RAs in all buildings must be available to participate in on duty coverage over the Thanksgiving holiday weekend (Wednesday – Sunday) and throughout Spring Recess.
11. 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.
12. 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. 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 the Service Desk (Blanton, Bohn, Dinallo, Freeman/Russ, Machuga, Sinatra, and Stone) or Office (Hawk Crossings and the Village) in their assigned community. Please note: this shift is part of the overall RA requirements, and is compensated by the RA stipend as listed in the compensation package.