

Resident Assistant

Position Description

Resident Assistant Position Description
2018-2019 Academic Year

Resident Assistants (RAs) are employed by University Housing-Residence Life. RAs are students who are accountable to a supervisor and provide an essential liaison role between University Housing and the residents. The RA position requires an individual acutely sensitive to the needs of students; can be flexible regarding time demands; can perform essential administrative tasks; is sensitive to diversity in lifestyles; and has a genuine desire to be of service to others. Their role is to support the mission of University Housing in the process of facilitating a positive living/learning community in the residence halls.

The RA position is comprised of various responsibilities. Meetings, duty nights, administrative work, community development, and providing help to residents are all examples of responsibilities which will require varied time commitments. These time commitments constitute only a part of the time expectations in the RA position. The remainder of the time includes time spent living in the hall, studying, or doing personal business while still being available to respond to the needs of residents. A unique aspect of the Resident Assistant position is a large portion of both time commitments are carried out during the evening hours.

General Responsibilities

I. Academics

- Have a cumulative GPA of 2.5 or higher at the time of application and commencement of employment
- Maintain a GPA of 2.3 each semester, including semester before employment
- Remain registered as a full time student (Minimum of 12 undergraduate credit hours per semester, 9 graduate credit hours per semester, and up to 16 hours/semester)
- To exceed 16 undergraduate credit hours, prior approval must be received by an Assistant Director of Residence Life prior to the first day of classes of the Fall and Spring semesters
- No incomplete classes/grades at commencement of employment or at the conclusion of each semester while employed

II. Administrative

- Assist with check-in and check-out process during opening, breaks, and closing
- Prepare and submit accurate reports by the deadlines assigned by supervisor or administrative staff via the appropriate channels (i.e. Advocate, Saluki Cares, and SAFE Reports)
- Complete Room Condition Report, Event Proposal, Event Evaluation and other paperwork accurately and by the deadlines set by supervisor
- Ensure security of all keys/equipment
- Maintain educational and informational bulletin boards in accordance with supervisor's expectations
- Maintain communication with direct supervisor in regular one on one meetings and/or weekly reports
- Check staff mailbox, SIU Carbondale email, and room voicemail daily
- Participate in recruitment and staff selection processes

- Complete Health & Safety Inspections
- Understand and utilize emergency procedures appropriately
- Complete self-evaluations as part of semi-annual evaluations process
- Successfully complete semi-annual evaluations each semester of employment

III. Educator

- Demonstrate effective listening and reflection skills
- Encouraging interpersonal and group interactions among students to foster residents' consideration of social issues and the rights, freedoms, beliefs and lifestyles of others
- Celebrate and encourage others to celebrate areas of diversity, multiculturalism, and social justice
- Show a high level of self-awareness and be aware of personal strengths and areas of improvement
- Engage in open dialogue and share in perspective taking
- Be aware of, and represent the rationale for, University, University Housing, and Residence Life policies and procedures
- Know and adhere to the Student Code of Conduct, The Resident Handbook, and any other University, University Housing, and Residence Life policies

IV. Community Facilitator

- Know and recognize all members of house communities
- Know and recognize members of the building community
- Maintain and update a physical environment consistent with staff and departmental standards

V. Team Member/Role Model

- Demonstrate behavior consistent with departmental, supervisor, and peer expectations
- Respect and maintain confidentiality of student and staff concerns
- Act as a referral agent for students
- Give and receive feedback from others in order to support growth
- Support and recognize staff both within building and in other areas
- Act as an role model for others by following and enforcing policy
- Handle stress in such a way that academic and work quality is not affected
- Balance academics, personal relationships, and extracurricular activities with RA position
- Support and/or be involved in area council efforts and encourage residents to be involved and active participants

VI. Time Commitments

- Serve in evening duty rotation weekdays and weekends from 8:00 PM - 8:00 AM
- RAs are expected to be available to their residents and visible in their houses
- RAs are permitted to leave one full weekend a month with supervisory permission; this leave cannot occur during mandatory events/meetings
- Participate in all training, weekly staff meetings and professional development as directed by supervisor or department

- Confront behavior and document policy violations, regardless of whether or not you are on duty
- Additional responsibilities may vary depending on building placement

VII. Community Development Model

- Complete all requirements of the House Programming Model based on their respective areas
- Create events specific to the needs of the community in which the RA is a part of
- Support Living Learning Community programming
- Support Area Council, Black Togetherness Organization, National Residence Hall Honorary and Residence Hall Association programming

VIII. Miscellaneous

- Additional meetings or mandatory events may be scheduled during the academic year. It is an expectation that RAs will represent University Housing and Residence Life at these events
- Each area has unique challenges and needs. As a result, staff members may be assigned responsibilities fulfilling these needs that are different from other areas
- Perform other duties as assigned

IX. Remuneration

- Part of the RA pay is provided in the form of a furnished private room when available and a 19 meal dining plan valued at approximately \$5,288.34 per semester
- In addition, RAs are awarded a \$600.00 per semester pre-tax stipend. RAs will receive their stipend checks every month starting in September and ending in June
- Each RA will have a room telecommunications package including voicemail, call forwarding, and the ability to receive and make local phone calls valued at approximately \$85.00 per semester

IMPORTANT: Accepting an RA position may affect your eligibility for some financial aid. If you are currently receiving financial aid, you should check with your financial aid advisor before accepting an RA position.