Resident Assistant

Position Description

Resident Assistant Position Description
2019-2020 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)
  Exceeding 16 or more 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 processes during opening, breaks, and closing breaks
- 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
- Maintain and ensure security of all keys/equipment provided by Housing & Residence Life
- Maintain interactive 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 daily.
- Participate in recruitment and staff selection processes
- Complete Health & Safety Inspections
- Understand and utilize Housing and Residence Life emergency protocol and procedures appropriately
- Complete self-evaluations as part of semi-annual evaluations process
- Successfully complete semi-annual evaluations each semester of employment
- Receive and promptly process requests for maintenance repairs and custodial needs received from residents.
- Communicate with your supervisor on any issues and concerns you may have

III. Educator & Student Development
- 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
- Relate well to individuals of all ethnic, racial, cultural, and religious backgrounds, encouraging better understanding of cultural diversity and individual differences on the floor and in the residence hall.
- 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

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
- Support other housing staff members 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
- Creates an open and positive environment with other team members
- Assists other team member when needed.

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 with supervisory permission; this leave cannot occur during mandatory events/meetings which will be provided in advance.
- Participate in all training, weekly staff meetings and professional development as directed by supervisor or department
- Confront behavior and document policy violations in any circumstance.
- Conduct periodic floor meetings for the purpose of planning experiences, disseminating information, and explaining residence hall policies and procedures.
- Additional responsibilities may vary depending on building placement
- You must be available on Tuesday nights for weekly staff meetings.
- Provide availability to supervisor to schedule weekly or bi-weekly meetings.

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
- Actively encourage and support Area Council, Black Togetherness Organization, National Residence Hall Honorary and Residence Hall Association programming
- Demonstrate commitment to development of living-learning communities through building positive relationships with campus partners, creating and implementing experiential opportunities that support the theme of your community and inspiring residents to be active participants, if applicable

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

IX. Remuneration
- A furnished single room and a Saluki Anytime Dining Plan valued at approximately $14,276 for the academic year
- 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

IMPORTANT: Your eligibility for some financial aid may be affected by accepting the RA position. If you are currently receiving financial aid, it is YOUR responsibility and HIGHLY recommended to check with your financial aid advisor before accepting an RA position.