

## Resident Assistant Academic Year 2022-2023

A Resident Assistant is a student staff member of the Division of Student Services. The Resident Assistant articulates the mission, vision, and policies of the University and the Division of Student Services. The Resident Assistant (RA) facilitates the social, academic, and personal adjustment of students to the residence hall and University. The RA develops a sense of community among residents as members of a floor, residents of a hall, and active participants in the residence life system. The RA serves as a positive role model to residents and peer staff members. The RA enforces the rules and policies of Residence Life and the University. The RA acts as a liaison between residents and the University administration. The RA position is a 9-month position.

### RA Qualifications

- Must maintain a cumulative grade point average of 2.5 or above
- Must be in good judicial standing with the university
- Must demonstrate exemplary leadership, organization, service, and hospitality
- Must be classified as a sophomore or above and have lived on a college campus for at least one term at the time of assuming position
- Must be enrolled as a fulltime student
- Must exhibit good judgement and critical thinking skills

### RA Expectations

- Must show up to work on time and as scheduled including move in and move out days
- Must be able to work well individually or as a member of a team
- Serve as a credible role model by holding themselves and residents accountable to the housing contract, housing and campus policies, Student Code of Conduct, and community standards and norms
- Identify a problem and know the resources to address the problem
- Respond to crisis while on duty and outside of scheduled duty hours as needed and communicate effectively to all necessary parties
- Utilize disciplined thinking that is clear, rational, open-minded, and informed by evidence
- Be diligent and observant. Take action to report issues or concerns in the community related to safety, facilities, policies, and residents
- Must maintain appropriate online presence when using social media and mass communication, such as but not limited to Snapchat, Instagram, Facebook, Twitter, GroupMe, blogging, and other social media outlets
- Must maintain confidentiality as trained by Student Services and Housing staff and outlined in campus policies and procedures
- Communicate with professional staff and seek assistance when needing support
- Know campus policies and procedures including housing policies and Student Code of Conduct
- Attend and participate in staff training sessions usually held prior to the beginning of each semester and throughout the year

### Other Employment

RAs may work 10 hours a week with another job, but it must be approved by the Housing Coordinator and Director of Student Life and Housing. The job cannot conflict with the COF position.

### **RA Responsibilities**

- Attend all meetings as scheduled
- Respond to all requests and emergencies during duty hours
- Complete check ins and check outs
- Prep rooms as needed according to professional housing staff
- Contact the appropriate professional housing staff on behalf of residents regarding issues of concern
- Perform other tasks as required
- Complete minor maintenance requests as assigned by professional housing staff
- Perform health and safety checks
- Provide on call coverage during breaks
- Respond to emergency situations as needed
- Enforce housing policies and procedures

### **Weekly Tasks Include but not Limited to**

- On call one to two nights a week
- Up to 15 hours a week will be scheduled as needed during the day. RAs must check in with designated Housing Coordinator at the beginning and end of their assigned tasks.

#### **Responsibilities:**

- Assisting outside entities with access to residence halls
- Completing minor maintenance issues such as
  - Changing toilet seat covers
  - Changing toilet handles
  - Changing toilet mechanisms
  - Changing lights in breezeways
  - Moving furniture
  - Checking on maintenance issues with residents
  - Assisting with leaks
  - Assisting in custodial duties when needed
- Maintaining the upkeep of Lawson breezeways and outside of Sparks Hall and Robertson Hall
- Cleaning lights in lobbies and breezeways
- Performing check ins/outs as needed during the term

### **Renumeration**

RAs have the option to be paid for no less than 5 hours per week and up to 15 hours per week as determined by housing needs or receive reimbursed room and board. Renumeration options are:

- \$10 an hour or
- Reimbursed room and board

### **Financial Assistance Agreements May Affect Financial Aid Award**

The federal government requires the University to monitor all the resources available to a student who receives federal financial aid. If you have applied for or are receiving student loans, grants or a work-study job, those sources of aid may be affected if you become a RA. Aid applicant should check with the Financial Aid Office to determine what financial aid adjustment, if any, might be necessary.