

RESIDENT ASSISTANT/RESIDENTIAL COLLEGE ADVISOR POSITION DESCRIPTION

The Resident Assistant (RA) and Residential College Advisor (RCA) positions are the same except where noted.

The RA/RCA position within the Department of Housing and Residence Education is a live-in position, which requires the RA/RCA to reside on a floor housing 25 to 65 students. The RA/RCA works under the supervision and direction of a Graduate Hall Director (GHD) or a Residence Director (RD), and a Residence Life Coordinator (RLC) and Assistant Director of Housing for Residence Life (ADH). Within his/her unit, the RA/RCA is responsible for promoting a community environment that is conducive to the personal growth and development of all residents.

Responsibilities in the position of RA/RCA are numerous, and the RA/RCA is the focal point for the day-to-day operation of his/her floor. The RA/RCA is at one time, student, business manager, peer, referral agent, friend, educational and social programmer, and disciplinarian. This diversity of roles and responsibilities is challenging and calls on the RA/RCA to develop organizational and interpersonal skills. The position of RA/RCA provides an opportunity to maximize self-development, maturity, and confidence during the college years.

DESCRIPTION OF DUTIES: (✓ Identifies an **ESSENTIAL FUNCTION** as defined by the Americans with Disabilities Act (ADA))

- I. Community Development:
 - A. The first responsibility of every RA/RCA is to get to know each student on his/her floor/section/house, and as much as possible, in the entire residence area. It is extremely important to become well acquainted with residents during the first month of each semester. ✓
 - B. While carrying out this first important assignment, the RA/RCA should make clear his/her role and responsibilities.
 - C. The RA/RCA should work to enhance and maintain a sense of shared community on his/her floor/section/house throughout the year by offering programs, social activities, and other opportunities for residents to interact with one another.
 - D. Be visible and accessible to residents on his/her floor/section/house.

- II. Programming:
 - A. Identifying residents' needs and interests through both formal and informal measures. ✓
 - B. Initiate student-oriented programs that consider both residents' needs and interests. ✓
 - C. Actively develop, implement, support and participate in residence hall programs. ✓
 - D. Encourage resident participation in campus academic and social functions.
 - E. Encourage and support student leadership and resident-initiated programs.
 - F. Support, encourage and assist in the development of a strong and functional Area Government/Council (AG/AC) and the housing campus-wide Inter-Residence Hall Association (IRHA). ✓

- III. Assisting Residents:
 - A. Be available to the residents of his/her assigned floor/section/house for the purpose of assisting with their personal concerns and problems. ✓
 - B. Act as a referral agent in acquainting students with all resources, services and facilities on the campus. ✓
 - C. Act as a communication link between students and university personnel. ✓
 - D. Serve as a model of responsible behavior in order to assist residents in the transition between high school to college and throughout their college experience.
 - E. Communicate resident concerns to the appropriate supervisor in a timely manner.
 - F. Maintain confidentiality, as appropriate, related to resident issues.

- IV. Disciplinary Duties:
 - A. The RA/RCA is expected to have an understanding of all Department of Housing and Residence Education and university policies and regulations pertaining to personal conduct, as well as being familiar with university conduct procedures.
 - B. Explain to residents the rationale of Department of Housing and Residence Education and university policies and regulations. ✓
 - C. Assist in conflict resolution among residents.
 - D. Assist the individual student in conducting him/herself in a mature and disciplined manner.

- E. Confidentially report and discuss violations of Department of Housing and Residence Education and university rules and regulations by residents with the GHD/RD/RLC/ADH. ✓

V. Administrative Duties:

- A. The RA/RCA must be familiar with the physical layout of his/her assigned area and must conduct a physical inventory of that area prior to check-in. ✓
- B. Perform check-in and check-out procedures. ✓
- C. Perform occupancy checks as directed. ✓
- D. Determine responsibility of all damages within his/her assigned floor. ✓
- E. Assume weekday, weekend, vacation and special duty (including on-call duty) as scheduled by the GHD, RD, RLC or ADH. ✓
- F. Request maintenance and custodial services for his/her floor/section/house. ✓
- G. Know and perform emergency procedures within assigned area and notify proper individuals concerning emergencies. ✓
- H. Conduct periodic meetings with residents in addition to those specifically required.
- I. Complete administrative tasks and paperwork on time. ✓
- J. Assist in the operation of the area desk, sharing overload periods at the direction of the GHD, RD, RLC or ADH. ✓
- K. Attend all scheduled staff meetings, individual meetings with supervisors, in-service mini-conferences each semester and staff development activities, and other meetings deemed necessary by the supervisor.
- L. Actively participate in recruitment, selection and training of new RA/RCAs. ✓
- M. Serve and participate on Housing and University task forces and committees as requested by supervisor.
- N. Assume other duties as assigned by the GHD, RD, RLC or ADH.

NOTE:

Responsibilities of RA1

- Expected to work only 10 hours weekly.
- He/she will not have on-call duty, but may be called upon for special duty periods per Section V, E.

NOTE:

Additional Job Responsibilities for **RCAs** include:

- Be knowledgeable of the general academic operation of the University Honors program.
- Be aware of the special registration opportunities for Honors students.
- Encourage and support the participation of non-resident Honors students in programs, social activities and other opportunities for Honors students (resident and non-resident) to interact with one another.
- Understand and support the basic philosophy of the Student Honors Organization (SHO) and encourage active participation in the organization.
- Refer students with academic questions or problems to the Honors advisors.
- Consult with Honors advisors and/or appropriate faculty when necessary, concerning student academic issues. Maintain appropriate confidentiality.
- Assist Honors Ambassadors in recruiting and orientation programs.

VI. Conditions of Employment:

- A. Conduct oneself in a responsible and mature manner at all times.
- B. Maintain confidentiality as related to job functions, resident concerns, and staff relationships.
- C. Communicate student, staff, and facility concerns to the appropriate supervisor in a timely manner.
- D. Educational Requirements:
1. The RA/RCA must be enrolled as a full-time student (12-15 hours). An RA/RCA must have prior **written** permission from the ADH to enroll for more than 15 semester hours and must inform their supervisor if dropping below 12 hours. Summer employment requires a total of 6 semester hours.
 2. Have a minimum cumulative GPA of 2.5 prior to beginning employment, and at least a GPA of 2.5 for the semester prior to employment.
 3. Failure to maintain a 2.5 cumulative GPA or completing two consecutive semesters with a GPA below 2.5 will result in termination of employment, regardless of cumulative GPA.
- E. The RA/RCA is expected to report to work for each semester on the date specified and remain on the job until the residence halls close each semester or upon the completion of summer terms.
- F. Prior to being hired by the Department of Housing and Residence Education, a **WORK PERMIT** is required from the Student Employment Office.
- G. All newly appointed RA/RCAs are required to enroll in and satisfactorily complete a semester long training course, SDS 3480, the semester prior to employment.

- H. If at anytime the RA/RCA feels that he/she can no longer adequately perform the job as an RA/RCA, he/she should talk with their supervisor immediately. Job performance will be evaluated each semester by the RA/RCA's supervisor, and continued employment will be considered based on satisfactory job performance or on staffing needs.
- I. Policies and procedures governing the termination of an RA/RCA are outlined in the Department of Housing and Residence Education's Staff Manual.
- J. Other paid employment or applied experiential activities are strongly discouraged while employed by the Department of Housing and Residence Education as an RA/RCA. However, if other paid employment, research assistantships, internships, practica, teaching assistantships, etc., are desired, all of the following criteria need to be met (hereafter, all activities listed above are referred to as employment):
 1. For returning staff, prior approval for continued employment as an RA/RCA from his/her ADH is essential when internships are scheduled.
 2. Employment must be approved by the supervising RD/RLC/ADH prior to working; approval is **not automatic**.
 3. Employment is limited to no more than ten (10) hours per week with supervisor's permission.
 4. Availability is important. Class schedules should not be shifted to the evenings to accommodate outside employment.
 5. Employment must not interfere with the performance of required duties including, but not limited to, meetings, staff training, on-call/on-duty, or programs on the floor or in the area. Outside employment will not be considered in scheduling meetings or on-call/on-duty responsibilities.
 6. Long-term employment should have consistent hours throughout the semester. This will enable the RA/RCA and the respective supervisor to plan the RA/RCA's schedule without changing the work schedule.
 7. Job performance must be acceptable at all times. The RA/RCA appointment will be discontinued if individual performance expectations are not achieved.
 8. The appropriate supervisor must approve additional outside commitments. Commitment(s) to outside interests are expected to be limited. This includes but is not limited to leadership positions in student organizations.
- K. All RA/RCAs are provided single accommodations in most cases (pending campus occupancy numbers). However, they are required to pay the double rate that varies depending upon building assignment. RA/RCAs are required to pay rent each semester by the due date as billed by Housing.
- L. An RA/RCA may not serve as the official representative to the Inter-Residence Hall Association (IRHA). Staffs are strongly encouraged to attend IRHA meetings; however, staff may not serve in a voting capacity, per Article 1, Section A, #4 of the IRHA Constitution. Additionally, RA/RCAs may not vote in Area Government/Council elections.
- M. An RA/RCA may not serve as a Student Government Senator representing a residence area/hall. An RA/RCA may not serve as the Student Government Housing Cabinet Director. An RA/RCA may serve as a Student Government Senator representing an academic unit.
- N. Time Commitment
 1. The RA/RCA is expected to be available – provide appropriate supervision on his/her floor/section/house; that means that you will be on your floor a minimum of four hours between 7:00 p.m. and 1:00 a.m. on at least four nights per week, preferably one weekend night.
 2. RA/RCAs are expected to be on-campus and available in the residence halls a minimum of two weekends per month. Weekend request forms are to be processed through your supervisor for approval. A 50% staff coverage is required per building each weekend.
 3. RA/RCAs are to let their supervisor know when they will be out of the building beyond 2 a.m.
 4. RAs and RCAs are required to work 4 hours per week of front desk duty. RA1s are required to work 2 hours per week of front desk duty. Staff members working the desk will enhance community development within each area by increasing RA/RCA knowledge of the issues and concerns presented at the area desks on a daily basis.

VII. Compensation and Benefits:

The RA/RCA is paid a contracted rate per semester/term that breaks down to \$292.00 bi-weekly (RA/RCA), and \$146.00 bi-weekly (RA1). In addition to salary, a \$300 per semester (Fall and Spring only) food plan is provided for RA/RCAs.