



RESIDENT ASSISTANT JOB DESCRIPTION

Resident Assistants (RAs) are live-in student staff members in the Department of Housing and Residence Life. RAs are positive role models and leaders who help create safe, respectful, and academically conducive environments that foster student success.

RESPONSIBILITIES

Community Development and Relationship Building

Resident Assistants...

- Are visible, available, and approachable to the community
- Plan and host programs that benefit residents
- Support Residence Hall Association and Hall Council
- Cultivate a community of respect through communication tools such as newsletters, bulletin boards, and group chats
- Purposefully seek to develop a relationship with each resident they serve

Leadership

Resident Assistants...

- Maintain a positive attitude
- Collaborate effectively with peers
- Represent the Department of Housing and Residence Life positively
- Demonstrate mutual respect for fellow staff, residents, and campus partners
- Are supportive of one another
- Are role models and demonstrate appropriate behaviors
- Connect residents to campus offices and resources

Incident Response

Resident Assistants...

- Are knowledgeable of residence hall policies
- Are mandatory reporters
- Appropriately manage privileged information
- Follow duty and incident response protocols
- Address and report facilities concerns
- Exercise sound judgment when managing incidents
- Mediate conflicts that occur in the community

Administrative Responsibilities

Resident Assistants...

- Complete assignments and tasks in a timely manner
- Respond to correspondence in a timely manner
- Are timely and present at department meetings and trainings
- Comply with instructions from department professional staff
- Keep their supervisors informed



REMUNERATION

Rent Exemption

- RAs are provided with a rent exemption for on-campus housing with the expectation that their room/apartment be utilized to help facilitate community and provide a safe space for residents experiencing distress.
- Upon appointment to the RA position, RAs will be assigned a room by housing.
- The Department of Housing and Residence Life reserves the right to assign roommates or relocate staff based on the needs of the department.
- RAs must sign a housing contract. RAs may be financially responsible for the remainder of their contract if they exit the position prior to the end of the contract date.

Meal Plan

- RAs are provided with a meal plan of 100 meal swipes per term as a tool to connect with residents.
- While the meal plan may be viewed as a benefit of employment, it is not considered compensation.

Supplemental Pay

- RAs receive \$1000 of supplemental pay per semester, paid out bi-weekly.