

Resident Assistant Job Description

The position of Resident Assistant (RA) within the Department of Housing and Residence Life is a student staff position that requires the RA to reside in campus housing on a designated floor within an assigned residence hall, sorority/fraternity house, or Cedarbrook II apartment complex for the duration of employment. The RA is responsible for building and maintaining an inclusive community by facilitating educational programs and interactions with residents on a floor of 20-70 residents or housing complex of 5 residents or more. In addition, the RA serves as a resource for the residents assigned to their floor or housing complex.

indirectly

supervised by an Assistant Director (AD).

I. Contract:

- A. The RA contract is for one (1) academic year beginning prior to the residence hall, sorority/fraternity, or apartment opening (on a date set by the Department of Housing and Residence Life) and ends on set date in the signed job agreement. Sorority and Fraternity resident assistants may be required to arrive earlier based on the needs of each Greek organization.
- B. RAs receive a scholarship equivalent to the cost of a double room, a meal allowance, and paid desk hours up to 10 hours as compensation for their responsibilities.
- C. Staff will be permitted to participate in military obligations (Reserves, National Guard and ROTC).
- D. The maximum renewal of the Resident Assistant contract is 2 years, which encompass 4 semesters. RAs may appeal to return for a 5th semester to the Associate Director of Residential Learning and

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- D. USM students must have lived in campus housing at least 1 semester. Transfer students must have prior RA experience with at least 1 year in campus housing at prior college/university.
- E. Must enroll and pass the RA seminar class (UNV 315) within 1 year (either fall or spring) of serving in the RA job.
- F. The RA candidate must have a minimum cumulative GPA of 2.50, full-time academic status, and little to no conduct history to qualify for the RA position. While serving in the position, a RA must maintain the 2.50 GPA, full-time academic status throughout the *entire* semester to be considered in good standing with the Department of Housing and Residence Life. If the Residence Life Coordinator notice there is a decrease in the RA's GPA during interim grades, they are encouraged to refer the RA to academic resources and complete a goal assessment. Should the RA's GPA fall below the required minimum of 2.50, the RA may be given one semester to raise their overall GPA to meet the requirement. If the RA is unable to raise the cumulative GPA to the 2.50 requirement, they will be ineligible to continue employment.
- G. The RA must communicate to their Residence Life Coordinator about additional off campus job(s) held during their time serving as an RA.
- H. The RA must have exemplified their interpersonal, leadership, and communicational skills while working with external or internal organizations (i.e., high school, college, or community service). References/recommendation must reflect the ability to work effectively in a team-setting.
- I. The RA must be open to learn about other cultures and explore the meaning of diversity and inclusivity.

III. Administrative/Desk Operations

- A. Acts as a liaison between the housing professional staff and the students residing in ~~the~~ Qife Co

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V. On-Call Duty/Student Discipline

- A. Completes all duty tasks while on-call during duty at hall, house, or apartment. The daily duty rotation starts at 5:00 p.m. until 8:00 a.m. Weekend duty will be determined by the Residence Life Coordinator and according to the needs of the area.
- B. Responds to emergency situations quickly and make regular visual inspections of the condition of the facilities to communicate to the Residence Life Coordinator, Assistant Director, or Maintenance Office.
- C. RAs are required to work during certain holidays when the residence halls, sorority/fraternity houses, or apartments are open. Staff members may have to work during Fall break, Thanksgiving break, Mardi Gras break, Easter, and other single day holidays throughout the year. Regular and Holiday duty will be determined at the beginning of the semester. Holiday duty is equally divided among all RAs within their appointed area.
- D. Acts based on training and always follow protocol when in doubt.
- E. Notifies Residence Life Coordinator of all conduct issues that may arise in the building.
- F. Documents all disciplinary problems and subsequent actions in Maxient and refer immediate response incidents to the Residence Life Coordinator.
- G. Serves as witness or provide testimony for the validation of conduct documentation, emergencies, and events, if needed.

VI. Staff Development/Training

- A. Attends and contributes to Housing and Residence Life and area staff meetings.
- B. All RAs will arrive to the halls, house, or apartment earlier than residential students for staff training and will remain in the halls, house, or apartment after official closing until all duties are fulfilled up to 4 pm. on closing day. Conflicts that arise with staff training, check-in, checkout, and other dates will be considered on an individual basis. RAs are expected to do everything possible to be present during these mandated events.
- C. Participates in the residence hall, sorority/fraternity, or apartment staff selection process, which is a closed status day.
- D. Be supportive and a positive team player while working with hall, house, or apartment professional Housing and Residence Life staff.
- E. Maintains regular and ongoing communication with your Residence Life Coordinator.
- F. Participates in interdepartmental and intradepartmental staff development periodically during the academic year.
- G. Contributes to community building efforts.

VII. Programming/Intentional Interaction

- A. Successfully completes the required programs and program assessment determined by the department and meet established deadlines each semester.
- B. Contacts/communicates with all residents in person on a weekly basis as a means of establishing friendly relationships, identifying problem areas, disseminating, and obtaining information, and answering questions.
- C. Functions as a resource referral person for residents with emotional, health, or academic challenges by directing them to the appropriate campus office and continuing appropriate notification to Residence Life Coordinator.

VIII. Role Modeling

- A. RAs must role model good behavior by following campus housing and University policies. Behavior that is questionable both on and off campus could result in disciplinary action or termination.
- B. Maintains a positive attitude to

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- D. Upholds and encourages diversity and inclusivity among colleagues, student staff and residents.