

Resident Assistants Job Description

The Resident Assistant (RA) shares a large part of the everyday responsibilities for the effective operation of a residence hall and/or apartment complex. The Office of Housing/Residence Life and Dining services feel that RA's are ROLE MODELS and therefore are expected to maintain a balanced lifestyle of academics, job responsibilities, and personal interests.

Qualifications:

- Must be a full time student
- Must maintain a 2.25 cumulative GPA and 2.01 semester GPA
- Must live on-campus
- Successfully complete the RA Training Class
- Ability to work with a diverse population
- May not work in other employment on campus for more than 7 hours
- Must be in good disciplinary standing with the University (i.e. no formal discipline)
- Must be in good financial standing with the University.

***Additional Requirement for Hand Village, Harvill and Meacham Staff**

- Current/projected junior status (Two Rivers only)
- Maintain a 3.0 GPA (Hand Village 300/400, Meacham 100 & Harvill only)

Areas of Responsibilities:

- Create and maintain an academic environment on a residence hall floor or within a specified residential living area
- Communicate with supervisor(s)
- Complete programming assignments as required
- Actively recruit for Hall Council membership/involvement and support Hall Council programs.
- Submit reports as designated in an accurate and timely manner
- Provide helpful interaction for residents with minor academic and personal concerns and appropriately refer them to campus and community resources when necessary
- Serve as an on duty staff person on a rotating basis within assigned hall.
- Identify and confront behavioral concerns and situations in a consistent manner
- Keep residents informed about university and housing activities
- Report any issues found with University/Housing property to supervisor.
- Be available to residents
- Adhere to residence life staff general guidelines and expectations as outlined in the housing manual
- Attend all staff meetings, in-service, and training programs.
- Assist with the opening/closing and individual check-in and check-out of residence halls and apartments as required.
- Abide by all university and housing regulations
- Actively support campus and housing programs and activities
- Know, understand, and actively execute the policies and procedures found in the housing manual and notes for living/A to Z Index.
- Actively serve on at least one housing committee
- Sit duty in lobby/office hours from 7:00 p.m.-9:00 p.m on assigned duty nights.
- Must score at least 80% on RA staff test
- Follow GROW model for all programs.
- Operate Housing or University owned vehicle
- Perform other duties as assigned