GENERAL STATEMENT OF DUTIES:
Resident Assistants (RAs) are live-in, part-time, student staff members in the residence halls who are chosen through a competitive departmental selection process. RAs work as resources, programmers, and administrators to build community within their floor/building. RAs are held to a high standard of accountability and personal conduct due to the unique role-modeling needed in this position. RAs foster inclusive communities, create both social and educational opportunities, and help to maintain a safe and positive environment for all students living within the residence halls.

SUPERVISION:
RAs report to and work closely with a Residence Director within a specific building(s). RAs receive ongoing feedback on their performance throughout their contract period. RAs receive an official evaluation at the end of each contract period.

CONTRACT PERIOD:
The RA position is a full academic year (consecutive Fall and Spring semesters) student leadership/employment opportunity. The contract period includes all trainings prior to the start of each semester and closing responsibilities at the end of each semester (the day after closing). The contract period also require RAs to fulfill duty responsibilities during scheduled breaks/holidays observed by the University; including Fall Break, Thanksgiving Break, and Spring Break.

COMPENSATION:
All RAs will receive compensation based on the housing rates determined at the beginning of each year. Traditionally, RAs assigned to first-year halls or suite-style living will be given the amount equal to a single-style hall in the first-year area and a value 12 meal plan. RAs assigned to an Apartment will be given the amount equal to a double in Rhodes. This amount will be credited at the beginning of each semester. Typically costs will be equal, but there will be assignments on campus where the credit will not cover the entire cost of the living space assigned.

This is based on a reference from the 2015-2016 academic year:
- Halls/Suites - $5400 + Value 12 $2740
- Apartments - $5915

REQUIREMENTS:
- RAs must be undergraduate students enrolled in a degree granting program. Graduate students may be considered for the RA position if they have prior work experience with the RA position and are seeking a 5th year at the University.
- RAs must be free of current student conduct sanctions. If a staff member is found responsible for a University or residence hall policy violation after the time of hire, employment termination may result depending on the nature of the violation. RAs may also find themselves held on a job sanction of verbal warning, written warning, or probation.
- Extracurricular activities and other jobs will be limited to 20 hours a week. Exceeding the 20 hour a week limit would require permission from your supervisor.
- RAs must have a 2.5 minimum cumulative GPA at the time of hire. They must maintain this minimum GPA throughout their contract period. RAs must not fall below a 2.0 for two consecutive semesters. Each semester the Residential Center will review all cumulative GPA and semester grade point averages. If GPA does not meet these requirements, the RA is no longer eligible and their contract will be terminated.

**RA RESPONSIBILITIES AND DUTIES**

*Community Building:*
- Assist and encourage floor/building members to develop livable, inclusive, and responsible community environments.
- Maintain a visible, available and comfortable approach in regards to interactions with residents in the community.
- Initiate and maintain contact with students.
- Conduct floor meetings at the beginning and end of each semester, which cover topics including community living standards, hall policy, and involvement opportunities. Floor meetings may occur throughout the semester on a needs basis.
- Serve as a positive role model.
- Facilitate solutions to problems by offering assistance and making appropriate referrals.
- Develop an inclusive community.
- Support and encourage student participation in University and Residential Center sponsored initiatives and programs.
- Respect privacy of students.
- Hold office hours weekly.
- Hold one on one meeting with each resident on the floor/building.
- Complete all community development requirements, including programming and other informal interactions with residents.
- *There will be some RAs who are selected to oversee a specialty community (floor or building). These RAs will take part in a targeted training period which with train on skills and programming needs for those specific communities.*

*Policy Enforcement and Crisis Intervention:*
- Assist in educating residents on University and hall policy violations. Respond to negative behavior in the community by enforcing these policies on a consistent basis.
- Each staff is responsible for a building(s). Building(s) are staffed by a RA from 7:30pm until 8am the following morning seven days a week. The RA on duty must remain in the building all night and must be available by the duty cell phone.
- Staff members on duty are required to be visible in their assigned residence halls communities either in a hall office or their specific room from 7:30pm to Midnight Sunday through Thursday, and from 7:30pm to 2:00am Friday and Saturday. Staff members are required to make community rounds throughout the evening. The Residence Director and Assistant Director will specify procedures for these community rounds at the beginning of the semester and will be detailed in the RA Manual.
- On call responsibilities will be determined by the Residence Director of the building(s). Students should be able to get in contact with a residential center staff member anytime during the weekdays and weekends.
- Respond appropriately to crisis situations, but not in a way that might escalate a situation that could result in the endangerment of self or others. RAs will follow all crisis protocol guidelines.
Staff:
- Keep supervisor informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
- Communicate directly with fellow staff members and supervisor when issues arise.
- Attend all Tuesday night staff meetings, RD one on ones, and HRA one on ones.
- Participate in staff development activities and staff bonding outside of scheduled meetings and functions.

Administrative:
- Maintain communication with RD regarding facilities needs within the community and follow up appropriately.
- Complete all paperwork, including: Weekly reports, roommate agreements, and other paperwork assigned.
- Complete all incident documentation for behaviors documented within the community.
- Completion of Room Condition Reports at the beginning and end of each semester
- The RD or AD may expect other related responsibilities and duties.