RESIDENT ADVISOR JOB DESCRIPTION

The Resident Advisor (RA) is the University’s representative in the residence hall. The position has broad responsibilities extending into all aspects of the student’s physical, social, educational and emotional well-being. The RA helps to correct undesirable behavior, to orient students to University life, to assist in their emotional and academic adjustment, to help develop certain social skills and to make residence hall living a valuable educational supplement to the classroom.

A. QUALIFICATIONS FOR A RESIDENT ADVISOR POSITION

1. Student in good University standing (not on disciplinary probation).
2. 27 credits earned at the completion of the current semester.
3. Minimum Grade Point Average of a 2.4 at the time of application.
4. Demonstrated leadership ability through active participation in community or campus organizations. The degree of leadership ability will be determined through the interview process.
5. Successful completion of the interview process (including RA reception, Group Process and Interviews).

B. TERMS OF EMPLOYMENT

1. Attendance at ALL Resident Advisor training sessions is mandatory. This includes all in-service programs (e.g. RA Passport).
2. Period of employment: Begins on the first date of RA training and continues until the official closing of the Residence Halls for vacation periods or breaks.
3. Remuneration: 20 hours of pay per week at the current work-study wage rate. This translates into 20 hours x 15 weeks per semester. The RA will receive a room fee waiver for both semesters and voice mail service.
4. Living Arrangements: A single room will be designated wherever possible.
5. Time Off: RAs may be permitted to spend (2) weekends a month off-campus, schedule permitting.
6. Work Load: Requires a MINIMUM of 20-30 hours of commitment and availability per week, which is established by your Supervisor.
7. The RA is to be “On Duty” in the residence hall on a weekday AND weekend rotating basis to provide residence hall coverage.
8. Outside Employment: RAs may engage in outside employment on their weekends off with the approval of their supervisor.
9. Extracurricular/Co-curricular Activities: It is recommended that RAs participate in activities that will not require an inordinate amount of time in order to do justice to their studies and responsibilities as a RA. RAs may serve on Student Senate however; they may not be an officer or serve as Chairperson of the Budget Committee. RAs may not serve as the President of the Residence Hall Association.
10. Financial Aid: RAs are expected to complete all financial aid forms and obligations to the University. Failure to do so may delay your pay.
11. Academic Performance: RAs must maintain a 2.40 Grade Point Average and must not receive a semester Grade Point Average below a 2.00. RAs failing to meet this minimum average may be subject to probation or termination from their position.

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C. ADVISORY RESPONSIBILITIES

1. The RA is to establish and maintain a close relationship with each student on his/her floor. The RA is expected to advise students within the limits of his/her capabilities on academic, social and personal matters. The RA should be aware of student problems and concerns including adjustment, homesickness, roommate conflict, etc., and be interested in students’ goals and values. The RA should also be sensitive enough to his/her students to recognize potential problems and work with them. Whenever necessary, the RA will refer students in need of assistance to the appropriate person or offices at the University.

2. The RA will help set an atmosphere that is conducive to study and assist students in the development of good study habits.

3. The RA will be familiar with campus policies and regulations, and be able to enforce them if necessary. The RA should know the proper channels students should use in order to register complaints or suggestions about these policies. Abiding by the University regulations is the student’s responsibility, but the RA should assume, when necessary, the enforcement of rules. In case of long absences, sickness, accidents, or unusual behavior, the RA is expected to be calm in the event of an emergency and carry out the appropriate procedures as outlined.

4. Since open communication is the key to success, each RA will work toward this among staff members. An open working relationship makes it easier to handle problems when they occur. It also helps staff members to benefit from the experiences of others, helps maintain values, and develops a greater understanding of university life.

5. The RA must establish a working relationship with the members of the Hall Council.

6. The RA must be knowledgeable about the functions of the administrative offices of the University.

7. The RA should identify and encourage potential leaders in the hall.

D. ADMINISTRATIVE RESPONSIBILITIES

1. The RA assists in identifying and reporting housekeeping, safety and maintenance problems.

2. The RA assists with the opening and closing of the hall.

3. The RA is assigned clerical duties within the hall (e.g. the RA would cover desk responsibilities in the absence of the Desk Receptionist).

4. The RA is required to make periodic unscheduled visits to each room on the floor.

5. The RA may be called upon to furnish evaluations of his/her students.

6. The RA is expected to set an example for the students, with respects to conduct and manners.

E. PROGRAMMING RESPONSIBILITIES

1. The RA is required to plan, present and support social, educational and community service programming with the hall.

2. Specific programming requirements are presented at Staff Training, by your immediate supervisor and listed in the Resident Advisor Manual.