



Resident Assistant Job Description

Residence Life Mission

To provide a living-learning environment for students which supports their academic endeavors and fosters the growth of the whole person. Residence Life promotes student development by encouraging the student to live cooperatively in a community, demonstrating good citizenship and character, and to become involved in the activities and leadership opportunities in the halls.

Philosophy of Residence Life

The Residence Life Office provides living facilities that are designed to enhance the student's pursuit of an education. The residential environment should also promote students' social, cultural, personal, intellectual, spiritual, emotional, and occupational growth. Much of the maturation of college-age students takes place as a result of the independence inherent in the residential experience. It is expected that residents learn the value of responsibility to themselves and the community in which they live.

Qualifications and Conditions for Resident Assistants:

1. Be in and maintain good academic standing (2.5 cumulative GPA).
2. Be in and maintain good disciplinary standing.
3. A record of demonstrated leadership ability through active participation in formal and informal community or campus organizations.
4. Successful completion of the interview process.

The Resident Assistant (RA) is the University representative in the living group, which includes broad responsibilities extending into all aspects of the student's physical, social, educational, and emotional well-being. The RA experience provides many opportunities to orient students to University life, to aid in their emotional and academic adjustment, to develop certain social skills, and to make residence hall living an integral part of the out-of-class learning experience. Resident Assistants are expected to show initiative and responsibility in fulfilling the following roles:

- 1. Student.** The Resident Assistant is expected to adequately balance responsibilities as a student and as a Residence Life staff member. It is important to maintain satisfactory academic progress as a staff member.
 - a. Maintain a 2.5 cumulative GPA.
 - b. Be an academic role model by attending classes.
 - c. Promote a positive living environment for the pursuit of academic endeavors.
 - d. Hold no more than 15 credit hours without prior approval from supervisor.
- 2. Role Model.** The Resident Assistant is an extremely visible leader on the campus and as such is expected to be a positive role model for students while on campus and off campus. A Resident Assistant will be expected to be a role model and help students to understand the limits and guidelines as stated in the University student

- Handbook and Guide to Residential Living. Resident Assistants will confront and document students who choose not to abide by those established policies, procedures, and standards.
- a. Focus on the positive, and exhibit a caring and optimistic attitude.
 - b. Adhere to the Internet and Alcohol Agreement.
 - c. Act as a strong role model both academic and personal behavior for the residents in addition to the Bellarmine community
 - d. Make decisions in an objective and fair manner, not allowing favoritism to enter into judgment with residents.
 - e. Promote staff unity and harmony. This includes maturely expressing and resolving conflicts.
3. **Counselor.** The Resident Assistant establishes and maintains a relationship with each resident in his/her area. He/she is to advise students within the limits of his/her capabilities in academic, social, personal, and financial matters. The RA should be aware of student problems and concerns including adjustment, homesickness, roommate conflict, etc., and be interested in student goals and values. The RA should be sensitive to his/her students to recognize potential areas of concern and address them appropriately.
- a. Develop an open, personal relationship with each community member.
 - b. Strive to be available to talk with residents about concerns, interests, and needs. Visits all students' rooms/apartments in their wing at least once a week.
 - c. Available a minimum of two hours (between 6pm-1am) at least 4 nights per week, including one weekend per month.
 - d. May work a job outside of the RA position up to 10 hours per week (including work study or internship). Additional hours must be approved in advance by supervisor.
 - e. Strive to build an inclusive community and foster relationships through the awareness and appreciation of differences and diversity concerns.
 - f. Appropriately maintains confidentiality with residents while working in coordination with the supervisor.
 - g. Appropriately refers students to Hall Director, Residence Life Professional Staff, and other necessary campus resources.
 - h. Know and understand the rationale for, and abides by university, residence life, state, and federal regulations.
 - i. Communicate policies and their rationale to residents, and establishes behavioral expectations accordingly.
 - j. Consistently confronts inappropriate behavior and documents these confrontations within 24 hours to the supervising Hall Director
 - k. Understand the importance of confidentiality and works to ensure all matters are kept confidential.
4. **Teacher.** The RA will follow a programming model that will foster student development in the residential area, thereby involving students in the ongoing development of the community.

- a. Provide consistent educational, cultural and social active and passive programs for residents.
 - b. Work with students and staff to identify interests and needs. Plans programs at the hall and floor level in response to those interests and needs.
 - c. Attend and encourages residents' participation in community and campus events
 - d. Assist with building hall council as determined by supervisor. This may include attending meetings, co-sponsoring programs, assisting in the development of floor representatives, and positively communicating with residents about the Residence Hall Association.
5. **Administrator.** The Resident Assistant fosters an atmosphere that is conducive to study and assists students in the development of community living standards. The RA must be familiar with campus policies and procedures as stated in the University Student Handbook and Guide to Residential living, and direct students to the proper University office or official as necessary. Additionally, an RA must complete required paperwork related to student needs and issues by his/her supervisor.
- a. Open communication is the key to being successful. The Resident Assistant shall work to maintain open communication between the student, the staff, and the University. Responsible for all assigned keys.
 - b. Complete all assignments thoroughly, accurately, and on time.
 - c. Report all maintenance and housekeeping concerns to supervisor.
 - d. Assist RLO in the student staff selection and housing selection process.
 - e. Assist RLO with various administrative tasks, such as staff feedback, room inspections, housing surveys etc.
 - f. Responsible for completing and maintaining accurate room condition reports.
 - g. Check mailboxes, voicemail, and email daily.
 - h. Maintain up-to-date bulletin boards relaying information and activities to residents.
 - i. Keep residents informed of deadlines and other pertinent academic information.
 - j. Acquaint residents with on and off campus services and makes referrals when necessary.
 - k. Share concerns of residents and staff with appropriate sources.
 - l. Meet regularly with building staff and supervisor in order to communicate concerns, share information, and maintain a working relationship.
 - m. Attend weekly staff meetings, monthly in-service meetings and maintain regular contact with the supervising Hall Director.
 - n. Serve as a liaison between staff and residents relaying information regarding policies, administrative matters, and hall activities to residents. Shares students' reactions to these areas with the RLO.
 - o. Duty and Rounds: A Resident Assistant is required to assume duty responsibilities in his/her assigned residential building including nights

and weekends. An RA is required to be available in his/her assigned residential building over the entire duty period. More specifically, the RA must always be reachable by telephone or the RA on Duty pager, as directed by the Residence Life professional staff. Rounds of the residential building must be made several times during assigned duty hours to ensure that there are not safety/community issues and to promote positive community living.

- p. Complete monthly interaction reports or other reports as requested by supervisor or Residence Life staff.

6. In addition, the RA is responsible for the following:

- a. Special Coverage: A Resident Assistant may be required to provide special coverage as assigned for University holidays and breaks including **Fall Opening, Labor Day, Fall Break, Thanksgiving, Winter Closing, Winter Break, Martin Luther King, Jr. Holiday, Spring Break, Easter Break, and Hall Closing**. Also, there may be times when there may be an anticipation of an increased amount of activity on campus. On such occasions, staff availability or visibility may be required.
- b. Assisting with opening and closing of the halls/apartments each semester and all vacation periods as directed the supervisor
- c. Attending Fall Training (approximately two weeks before the start of the fall semester), all staff meetings, spring training (prior to the beginning of spring semester) and other events as directed by the Residence Life Office
- d. Attending Spring Training (arriving as early as January 2nd).
- d. Performs all other duties as deemed necessary by the Residence Life professional staff

Evaluation

Evaluation of staff is an on-going process. Resident Assistants are encouraged to consult with the Residence Life Staff on a regular basis regarding their performance. A written and verbal formal evaluation is conducted mid-semester. Rehiring is contingent upon satisfactory performance. The Director and Assistant Director reserve the right to terminate the Resident Assistant's employment at any time during the year, when the performance of the RA is judged inadequate or contrary to reasonable expectation.