RESIDENT ADVISOR POSITION DESCRIPTION 2014 - 2015

The Resident Advisor (RA) position is a part-time staff member of the Office of Housing & Residence Life. Under the supervision of the Resident Director (RD), the RA is responsible for supporting the growth and development of the residents of a particular community. The RA provides educational and social programs, serves as a general resource, and helps ensure the safety of the residents within the community in order to meet the goals of the residence life program.

RESPONSIBILITIES

- Build a positive, supportive, and accepting community for students to develop academically and socially
- Plan, coordinate, and implement quality programming throughout the year (guided by the building’s programming model) in an effort to meet students’ needs and interests
- Be available regularly to spend time in the community to get to know and develop relationships with residents
- Fulfill duty and on-call responsibilities when scheduled, including weekdays for a 12-hour period (8:00pm – 8:00am), weekends for a 24-hour period (8:00pm – 8:00pm), during Interterm, and some University holidays.
- Confront and properly document students who impose upon community standards and/or violate Residence Life or University policies or regulations
- Assist students in handling crises and solving problems, referring them to appropriate University resources
- Assist Resident Director in implementing the daily hall business operations and services of the hall/area
- Be available for weekly meetings with area staff and a one-on-one meeting with the RD
- Contribute to and work effectively with RA team
- Actively participate in weekly RA in-service training sessions
- Serve as a role model to other students at all times
- Understand and practice professional confidentiality
- Contribute to department committee(s) as assigned
- Represent the Office of Housing & Residence Life at campus wide events throughout the year

QUALIFICATIONS

The Resident Advisor must be a full-time student, in at least their third semester with at least a sophomore student status, and maintain a minimum semester and cumulative grade point average of 2.5.

TERMS OF EMPLOYMENT

Live-in appointment begins in early August 2014 before the fall semester and concludes the week after classes end in May 2015. It is expected that all Resident Advisors attend the entirety of training and complete a year-long term in the position. Throughout the year, the RA works 19 hours/week and should consider the duties of the position to be the highest nonacademic priority of the Resident Advisor.

BENEFITS

Remuneration for this position is the cost of room and board fees for the 2014-2015 academic year.