

Resident Assistant Description

The Resident Assistant (RA) position is a leadership development opportunity, where one facilitates the social, academic, and personal adjustments of students to the residence halls and University. A vital link between the residential population and University, an RA develops a sense of community among residents – as members of a floor, a residence hall, and as participants in the residence life system.

A positive role model to both residents and peer staff members, the RA serves as an educator and facilitator on diversity and inclusion, and enforces the rules and policies of Residential Life, Dining Services, and the University.

The RA acts as a liaison between residents and the Residence Life administration, requiring a great deal of physical energy and time, as well as self-discipline, self-control, and a willingness for self-growth. Qualifications for the position include:

- At least 2 consecutive semesters as a resident in the University's residence halls.
- At least sophomore status (30+ credit hours), studying full-time with good standing.
- A cumulative GPA of 2.8 or above.
- Holds no other executive board position in a student advocacy and/or governing body.

COMMUNITY DEVELOPMENT RESPONSIBILITIES

- Build a rapport with each resident that will foster open communication.
- Become personally acquainted with each resident, including those of color and other minority orientations.
- Work closely with the Residential Life supervisor regarding concerns in/on the respective hall/floor.
- Conduct educational ice-breaker/activities at staff meetings and floor meetings as requested by your supervisor.
- Implement and support the use of community standards on your floor and in the hall.

PEER ASSISTANCE

- Be flexible and open-minded in responding to student needs and concerns.
- Utilize provided resources to have intentional and meaningful conversations with residents about their transition to Fontbonne University, academic habits, etc.
- Encourage and assist individuals in finding their own solutions.
- Remember your limits and your scope of responsibility – make referrals as necessary and keep your supervisor informed of any concerns.
- Maintain appropriate confidentiality between you and your residents; inform your supervisor of any concerns.
- Maintain contact in your hall with students of color, other minority orientations and with the rest of the hall population.
- Address issues of diversity, inclusion, and cultural competence in the hall through peer mentorship and programming efforts.

PROGRAMMING

- Coordinate spontaneous and planned programs for the purpose of promoting interpersonal interaction and community development.

- Provide programs on issues of diversity and social justice.
- Offer educational, or needs-based, programs to meet the dynamic needs of our residence hall communities, whether a specific or whole population.
- Utilize events and activities that already exist on campus and in the Clayton/St. Louis community that meet the needs and interests of students in conjunction with the Residential Life programming model.
- Report all programs and community builders as directed by your Residential Life supervisor.

ADMINISTRATIVE RESPONSIBILITIES

- Assume on call duty responsibility according to a schedule including weekdays and weekends that your team creates. (*Duty schedule is subject to change.*)
- Assist in opening and closing of the hall, preparation of rosters, damage inventories, and other duties as assigned.
- Anticipate long days during opening and closing of the residence halls. Be prepared to stay and help until tasks are complete.
- Participate in duty rotation for the residence halls during the time period when the University is closed during the academic year.
- Complete requested reports and documentation in a timely, thorough, and professional manner.
- Provide needed assistance to residents when the Student Affairs office is closed.

RESIDENCE HALL REGULATIONS

- Provide continuous interaction and mentorship which encourages students to act with reason, assume responsibility for their actions, and be consistently considerate of the rights and freedoms of others.
- Know and adhere to the rules and regulations pertaining to student behavior and communicate them to residents.
- Develop consistent methods of enforcing rules and regulations, and assist residents in developing methods of self-enforcement.
- Take appropriate action to protect the health, safety, and rights of each resident.

HEALTH AND SAFETY

- Become familiar with fire safety equipment, and assist in fire drills.
- Report all safety hazards and maintenance concerns.
- Assist the Department of Residential Life as assigned in emergencies.
- Interpret and disseminate to the residents information/directives from the Department Residential Life.
- Have a working knowledge of crisis response procedures, including basic suicide assessment.
- Have knowledge and understanding of University emergency response protocol.

STAFF RESPONSIBILITIES

- Provide the Residential Life staff with accurate and timely information concerning the environment of the hall via requested reports, documentation, individual meetings, and staff meetings.

- Attend and actively participate in residential life staff meetings and training on topics such as diversity and social justice.
- Know how to access and use department online resources.
- Develop and promote a positive working relationship with all Residential Life and Student Affairs staff.

TERMS OF EMPLOYMENT

- Employment is normally for the academic year; however, continued employment is subject to satisfactory performance.
- Individual evaluations of the RA/SRA/AC will be made during each semester by the RHD/Director that may include feedback from the Associate Vice President of Student Affairs.
- Circumstances may arise that necessitate the transfer of a residential life para professional staff member within the University residence hall system. Responsibility for transfer rests with the Department of Residential Life.
- The RA is recognized by the University as a strong role model for all residence hall students. It is expected that the RA present a positive attitude and example with regard to responsible behavior.

ACCOUNTABILITY/COMPENSATION

- The RA is expected to attend training (not to exceed two weeks prior to classes starting) before fall semester; a workshop prior to the spring semester; and in-service trainings throughout the school year, including staff meetings.
- The RA must maintain at least a cumulative 2.8 GPA each academic year.
- The RA should plan to be on campus at least 2-3 weekends per month.
- The RA is expected to sleep in their room each week night unless absences are cleared with the Residential Life leadership team.
- The RA is to perform night desk duty for specified days during the school year in the residence halls.
- The RA is to perform four office hours per week, location and time to be approved by the Residence Hall Director.
- Remuneration: Financial aid work study, and room and board for the academic semester(s) in service.

NOTE

- Other duties may be assigned by the Residential Life department as the semester and academic year progress, and the staff may also discover needs within their hall that are not addressed in this position abstract. The Department of Residence Life encourages individuality and creativity in job performance to meet those needs.
- This document is a guide to the Resident Assistant position. To be effective as an RA, a great deal of time must be spent in the residence halls. The Resident Assistant position takes priority over co-curricular and athletic events. All candidates selected for a Residential Life position must sign a position agreement.

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