Expectations and Responsibilities of Resident Assistants

Position
The Resident Assistant (RA) is responsible for a floor or wing. He/she is there to assist with the personal and academic concerns of the students and to help work out any group conflicts that may arise. The RA also serves as a facilitator to encourage a cooperative and considerate group living environment. The RA is expected to help build a feeling of togetherness and community by initiating and organizing floor/wing or hall activities and programs. He/she serves as an informational resource about the campus and the residence hall. Most of all, the RA is expected to be a person who cares about people and attempts to make the residence hall a worthwhile place to live.

Responsibilities
The responsibilities of the Resident Assistant are numerous and varied. The following is a representative list of Resident Assistant responsibilities. The Resident Assistant:

Professionalism
- Maintains a professional attitude and manner while employed as a University employee for the Department of Housing and Residential Programs.
- Knows and understands the philosophy of the department and is familiar with the resource material in the Living On Campus handbook.
- Knows and understands the rationale for University and Residence Hall policies and procedures and is able to interpret them effectively.
- As paraprofessional members of the Department, Resident Assistants are expected to maintain a high level of ethical standards whether he/she is on duty or not. Furthermore, Resident Assistant’s should always assist in hall matters regardless of a duty night.
- As paraprofessional members of the Department, appropriate dress is expected while an RA is on duty. Expectations will be outlined by your Graduate Assistant.

Administrative
- Assist in maintaining order in emergency situations.
- All fire protection equipment should be checked when doing rounds in the building.
- Is required to participate in RA Training, In-Service Programs, Resident Assistant Selection, and Staff Retreats. Advance notification to his/her Graduate Assistant is required if unable to attend.
- Attends and participates in all meetings called by the Graduate Assistant and/or the Department of Housing and Residential Programs. RA Staff meetings are Wednesdays nights at 9:30pm.
- Develops a working relationship with the Graduate Assistant and with peer staff members.
- Informs the Graduate Assistant of living unit situations (happenings, needs, behavioral changes, unknown whereabouts of members) through informal visits/conferences and staff meetings.
- Works with and supports the housekeeping staff and explains their role to students.
- Supports and participates in the evaluation of residence hall staff personnel.
- Are responsible for certain administrative and clerical tasks as assigned by the Graduate Assistant and/or the Department of Housing and Residential Programs.
  - Maintains records concerning room inventory and damages in student’s rooms.
  - Assists in student room check-in and room check-out procedures.
  - Assists in surveys and special projects as requested by the Graduate Assistant and/or the Housing and Residential Programs.
- Shares responsibility of duty nights and hall security. Resident Assistants are expected to be in their respective hall most nights of each week available to meet student needs. Additional Resident Assistant duty guidelines are set at the discretion of the Graduate Assistant. Duty guidelines include: duty rounds, security checks, professional behavior, etc.
- Assists in additional responsibilities that occur concerning hall functions.
- Remains in the residence hall until all students have left for vacation periods Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Summer and returns early to open the residence hall after a vacation period.
- The residence halls are open during the above mentioned Breaks and Resident Assistants are required to work a portion of at least one of these breaks.
- Limits weekend time away from the residence hall. Advance approval by the Graduate Assistant for time away from campus is required.
- Participates in RA Recruitment, Selection, and Evaluation process.
- Will cover the Security Guard hours if one is needed.
- Will assist with lock-outs whenever needed.

Community Development
- Helps students to adjust to their roommate(s), floor mates, residence hall, and University community.
- Is available to assist students with their personal and group concerns within his/her limits of training and makes referrals when appropriate.
- Becomes acquainted with each student in the living area as soon as possible, as well as with other residents of the hall.
- Holds periodic meetings with his/her living unit for general communication, sharing information, or generating enthusiasm.

Programming
- Facilitates academic, cultural, social, and community building programming, individually and in cooperation with other Resident Assistants and with residents of the living unit. Specific guidelines and directions concerning programming are arranged with the Graduate Assistant.
- Provides an informational floor bulletin board for academic information, social events, deadline dates, maintenance, policies, and procedures, etc.

Office Policies
- Does not allow extracurricular activities or outside employment to conflict.
- Maintains a 2.5 cumulative GPA. A maximum course load of 18 undergraduate hours will be permitted. Resident Assistants must notify their Graduate Assistant if they wish to take less than 12 hours or more than 18 hours.
- Due to the time commitment of the RA position during orientation, RAs may not work as Orientation Leaders while holding the RA position.

Each Graduate Assistant manages their building/area in the manner they deem to be the most beneficial to the development of the residents living in their building/area. Therefore, additional duties and responsibilities may be assigned at the discretion of each respective Graduate Assistant.
Other Things to Consider

1. The RA job requires a considerable amount of time if it is to be done well. You might want to consider your level of involvement in other clubs, organizations, or sports teams BEFORE you apply. While some flexibility in scheduling is available, your residents and fellow staff need you to be around to do the job well.

2. There are evening and weekend responsibilities involved in the RA position.

3. Once you are selected to be a Resident Assistant, you can be assigned to any building on campus. Those who refuse assignment will be disqualified and must wait one full academic year before reapplying.

4. Students who are student teaching, participating in full time internships and co-ops are not eligible to apply due to the fact that it can severely limit your ability to complete the requirements of the position.

5. If you are selected for an RA position for the Fall 2014, and you currently reside in the residence hall you will need to go through the lottery process and pay your housing deposit by the due date. If you currently do not reside in the residence hall and you are hired, you will need to speak with the Housing Coordinator and pay your housing deposit. If you fail to pay your housing deposit you may not be granted a position.

6. Must be able to attend staff training and semester opening, typically two weeks prior to the start of the fall semester and three to five days prior to the start of the spring semester.