



Resident Assistant Position Description - Biever Hall Summer 2009

I. Position Summary

The Resident Assistant (RA) works with all aspects of a residential community to facilitate a living environment that is safe, comfortable, and conducive to the academic progress of each resident student. Summer RAs are educators, mentors, role models, and leaders of the residence hall community, and are responsible for both the programmatic and administrative management of their assigned building and floor(s).

II. Minimum Qualifications

1. Minimum 2.5 cumulative Grade Point Average required both at time of application and for duration of employment (Note: RA need not be enrolled in summer coursework to hold the position, but must be in good academic standing with the University)
2. All outside employment, internships, and/or student teaching must be approved by the Director of Residential Life
3. Minimum of two (2) semesters of experience living on campus at an institution of higher education (applicable off-campus employment may be considered in lieu of on-campus living experience)
4. May not hold a primary leadership position in major campus organizations such as SGA, UPB, the Maroon, and/or Greek organizations that will compromise ability to commit necessary hours to the RA position over the summer (specific cases will be reviewed and approved by the Director of Residential Life)
5. As a condition of employment, the Resident Assistant must reside on campus, in the building in which they are employed.

III. Essential Duties

A. Facilities Management

1. Report maintenance job requests in a timely manner
2. Communicate effectively with Sr. Staff and Professional Staff to ensure job requests are completed
3. Conduct weekly inspections of the community, including hallways, lounges/common space, and bathrooms
4. Maintain accurate floor chart of current residency and report discrepancies to supervisor

B. University and Residential Life Policy

1. Be familiar with University and Residential Life policies, as outlined in the *Student Handbook* and *Residential Reader*
2. Model positive behavior and respect for University policy, as well as applicable local, state, and federal laws, both on- and off-campus
3. Respond to alleged and actual violations of law and/or policy effectively and in a timely fashion, providing complete documentation of all such events to your supervisor

C. Emergency Response

1. Be familiar with emergency response protocol and resources, and execute emergency response protocol when appropriate
2. Proactively address potential emergency situations through communication with residents and supervisor, and through utilization of appropriate on- and off-campus resources (i.e., Early Warning Committee, NOPD and/or LUPD, etc.)

D. Advising and Counseling

1. Know each resident personally, and keep Sr. Staff and Professional Staff updated on personal, social, and academic challenges that residents are facing
2. Demonstrate knowledge of campus resources and make referrals as appropriate
3. Establish appropriate personal boundaries with residents and staff

E. Staff Development

1. Actively participate in all training opportunities
2. Keep consistent attendance record at building staff meetings, all-staff meetings, and in-service trainings
3. Read and be familiar with entire *Residential Life Staff Manual* by beginning of employment

F. Student Relationships

1. Memorize each resident's name and room assignment within one (1) week of opening
2. Maintain confidentiality when appropriate

G. Programming

1. Complete all assigned floor and building-wide programming requirements, as outlined in the *Residential Life Staff Manual*
2. Utilize University faculty and staff in at least one program during the summer
3. Facilitate regular Floor Meetings, as outlined in the *Residential Life Staff Manual*

H. Miscellaneous

1. Maintain Good Judicial and Conduct Standing with the University prior to and throughout duration of employment
2. Demonstrate and maintain enthusiasm and a positive attitude toward the position and toward the Department of Residential Life
3. Prioritize leadership position within Residential Life over other social and leadership activities (Note: Academics will always be your top priority as a student leader)

IV. Remuneration

1. Value of a single-occupancy on-campus residence for the building in which they are employed
2. \$1,200 stipend
3. Student leaders who willingly leave their leadership positions or who are dismissed from the position for behavioral or performance reasons will be required to refund to the Department of Residential Life the value of remaining housing and meal plan costs, based on time of vacancy of the position.
4. Remuneration is to be provided as a credit applied directly to the student's University account.