

JOB REQUIREMENTS AND DESCRIPTION

Resident Assistant (RA) Job Requirements and Description

The Resident Assistant (RA) is a student staff member of the Department of Residence Life who assumes major responsibilities in a residence hall for developing an environment conducive to comfortable living, academic excellence, and personal growth. The following expectations specify the major responsibilities of the RA position.

PRIORITIES

RAs are expected to establish the following priorities for their time: 1) academic commitments, 2) residence hall staff responsibilities, and 3) extracurricular activities. Department of Residence Life believes RAs are first and foremost students. However, an RA should be the caliber of student that can handle the position responsibilities and academic requirements without neglecting any of these areas.

QUALIFICATIONS TO APPLY

The Applicant must meet the following requirements:

- a. Overall GPA of 2.5 or higher; Semester GPA of 2.5
- b. 24 completed college credits
- c. Minimum of one semester of residence hall living experience or equivalent
- d. Must be in good disciplinary standing (Past infractions will be evaluated to determine eligibility)
- e. Must be available for Staff Meetings from 10am-Noon on Fridays
- f. Must be able to return early to campus for Fall and Winter RA Training
- g. Must be eligible to work in the United States

COMPENSATION

Scholarship which includes:

- a. A single room within a suite
- b. A campus dining plan

BENEFITS

- a. Early registration for classes
- b. Professional development opportunities
- c. Networking opportunities

REQUIREMENTS TO MAINTAIN THE POSITION

- a. Overall GPA of 2.5 or higher and semester GPA of 2.5 or higher
 - a. If the semester and/ or cumulative grade point average falls below a 2.5 before he/she start's their position on staff, the RA will lose their position. After starting his/her position on staff, if the RA's semester grade point average fall below 2.5, the RA will be placed on probation for one semester. The RA will develop an

academic improvement plan with their supervisor. At the end of that semester, the grade requirement must be met.

- b. Must be enrolled as full-time student (unless otherwise approved)
- c. Must receive written approval from the Residence Life Coordinator (RLC) and Director prior to participating in anything that does not earn an academic grade, such as: clubs, volunteer hours, sororities/fraternities, organizations, a second job, etc. Additionally, any for-credit activity that requires additional hours outside of the classroom (for example: music productions, band, athletics, cheerleading, etc.) must also be approved. A meeting with the RD may be required to discuss your involvement in these additional activities and their potential impact on the community and the RA position. If the request is approved, **the total number of hours of outside commitments** (jobs + activities + commitments) **cannot exceed 15 hours per week**. In order to work outside of the RA position, RAs must be in good standing academically and with the department. RAs must understand that the RA role comes first before any other employment.
- d. Missouri is considered an at-will employment state. As employee's at-will, either the University or the student staff employee may terminate the employment relationship at any time, with or without cause and without liability for failure to continue the employment. Staff members will receive formal performance evaluations. Reappointment to the position is based upon satisfactory job performance and successful academic standards.

RESPONSIBILITIES OF THE POSITION

As a member of the Residence Life Staff, the RA is part of a team and must establish effective working relationships with other University personnel, as well as with staff and students.

Responsibility to Professional Staff (Residence Life Coordinators, Director of Residence Life):

- a. Complete tasks delegated by professional staff;
- b. Suggest and assist with projects contributing to the residence hall community
- c. Inform appropriate professional staff of any events or conditions that could potentially affect a resident, a floor, a hall, or the University
- d. Serve as a communication link between residents and staff
- e. Assess areas needing improvement in the building each night and report to RLC.
- f. Make staff aware of any serious maintenance issues in addition to submitting necessary work orders.
- g. Clear any overnight time away from the building through the RLC – must be present at least 2 weekends per month and must be available to assist with mandatory weekend and evening events as needed.

Responsibility to the Residents:

- a. Know residents in the assigned area of responsibility and throughout the community.
- b. Be aware of resident needs and assist them in meeting those needs
- c. Be available to residents, interact with them daily and assist in their adjustment to Harris Stowe State University
- d. Refer students to other appropriate personnel or resource

- e. Encourage and facilitate positive interaction and respect between residents, faculty and staff
- f. Help residents understand their rights and responsibilities in accordance with residence hall and University policies
- g. Provide programming that is intentional and developmental to the residential community

Responsibility to Other Staff:

- a. Assume a fair share of both individual and group responsibility
- b. Cultivate an effective working relationship with all members of staff
- c. Keep lines of communication open between staff members
- d. Maintain a comfortable, safe, and non-threatening atmosphere in which to work
- e. Maintain confidentiality
- f. Support other RAs
- g. Be friendly and cooperative to other personnel and appreciate their efforts
- h. Be familiar with the roles and responsibilities assumed by other University personnel
- i. Understand the role RAs assume as part of Residence Life and establish effective working relationships within Residence Life and Division of Student Success

GENERAL EXPECTATIONS

- a. Reserve Friday mornings from 10-noon for staff meetings and department in-services (no classes and no other meetings).
- b. RAs are required to be present for fall and spring trainings which occur before the halls are open to students
- c. RAs are expected to be present and work through closing weekends for the fall (Thanksgiving), winter, and spring
- d. RAs are expected to commit at least one full academic year to the RA Position
- e. RAs work approximately 8-10 hours at the desk a week
- f. RAs will serve in an on-call rotation various evening and weekends through the semesters
- g. RAs must maintain full time status as students
- h. RAs need to inform their supervisors and gain regarding their involvement in extra-curricular activities, clubs, and other organizational membership with your supervisor to ensure that they are able to adequately balance academics and employment responsibilities
- i. Return early for training/hall-opening and remain for hall closing at breaks and until the hall closes after the last scheduled graduation.

Administrative and Office Procedures:

- a. Be familiar with all aspects of hall and office operations – such as: mail, front desk, key, and phone procedures and policies
- b. Fulfill desk duty and on-call duty responsibilities whenever assigned
- c. Assist in maintaining hall security and safety, confidential files and information

Discipline:

- a. Know and understand policies and procedures as they relate to residents and emergencies
- b. Ensure problems or potential problems are addressed immediately and refer as necessary
- c. Ability to address and confront policy violations among students and residents

Peer Counseling:

- a. Recognize that RAs are not professional counselors
- b. Be a good listener, receptive and sensitive to residents when approached for assistance
- c. Provide accurate information and referral to students who need further assistance
- d. Aid residents in problem solving
- e. Respect the confidential nature of the peer counseling role while also realizing it is necessary to share information with your supervisor
- f. Assist residents in successfully negotiating conflicts between residents

For Programming:

- a. Identify, with the RD, areas of student need that should actively be addressed within the Residential Curriculum and address them as needed
- b. Direct residents to other individuals sharing similar interests
- c. Encourage residents to participate in hall and campus events, initiatives, and activities
- d. Fulfill the RA requirements for Programming Expectations (Resident Conversations, Roommate Agreements, and Community Agreements) and additional expectations from your RD
- e. Create and implement community building initiatives and events
- f. All RAs will be required to complete a minimum of one Resident Conversation per month. Roommate Agreements and Community agreements should be completed and revised each semester as needed

Hall Council:

- a. Actively support hall council
- b. Assist with the process of selecting a floor representative for your hall council
- c. Provide support and serve as a resource for Hall Council members

Maintenance and Custodial:

- a. Establish good communication and relationships with custodial/maintenance staff
- b. Teach residents how to report custodial and maintenance concerns
- c. Emphasize the residents' role in maintaining community living
- d. Regularly inspect hall public areas and complete the appropriate reports
- e. Help investigate and follow up on residence hall damage
- f. Ensure completion of Room Condition Forms (RCFs) at hall opening and closing and as needed throughout the year (whenever students move in or out of a room)
- g. Report maintenance work needed in public areas
- h. Report damage or theft of University property to the RLC and Director

- i. Assist in the follow up on damage of residence hall property

Professionalism:

- a. Convey a positive attitude toward the RA position and its duties and responsibilities
- b. Being a role model is an inherent part and one of the critical roles for an RA. Your actions and decisions impact your ability to effectively do this job, particularly when it comes to adhering to laws and community standards that this position requires the RA to enforce
- c. Maintain professional decorum; be mindful of any information concerning residents, peers, staff, or supervisors that is being shared in a public space
- d. Use the appropriate channels to voice your concerns or suggestions regarding Residence Life policies and procedures
- e. Take pride in your work, as it is a reflection not only of you but of your staff, Residence Life and Harris Stowe State

PHYSICAL REQUIREMENTS:

Requirement	Describe	Duty/Reason	Frequency
See: TYPICAL (for example, see standard printed material and basic colors)	Standard print, text and numbers on computer screen and paper, observe general condition of the building	Sort Mail Utilize computer Complete paperwork Read manuals	Daily
HEAR: TYPICAL (for example, hear ordinary in-person and telephone conversation)	Hear ordinary in-person and telephone conversations and mechanical failures.	Answer desk phone Assistant students Communicate with supervisor(s)	Daily
HEAR: MAXIMUM (for example, hear conversation above other noises, hear devices like alarms)	Emergency Alarms: e.g., fire alarms, other emergency alarms	Respond to alarm Assist with evacuation of the building	As needed
SPEAK: TYPICAL (for example, ordinary in-person and telephone conversation)	Ordinary in-person and telephone conversations	Communicate with students, faculty, staff and parents - in person or over the phone	Daily
SIT: TYPICAL (for example, sitting in a desk chair)	Sit for varying periods of time; generally no more than 1-2 hour at a time.	Sit while working the information desk Sit while in staff meetings or trainings	Daily
STAND: TYPICAL	Stand to assist with programs and projects	Stand to sort mail Stand during programs or presentations	Weekly

Requirement	Describe	Duty/Reason	Frequency
WALK: TYPICAL	HOW FAR? No more than one mile HOW FAST? stroll WHAT SURFACE? Carpet, tile, cement, up stairs	Complete rounds Walk to training Walk to programs	Daily
Walk: MAXIMUM	HOW FAR? No more than one mile How FAST? Brisk pace WHAT SURFACE? Carpet, tile, cement, up stairs	Respond to emergency situations in building	As needed
LIFT AND CARRY (WITHOUT HELP): TYPICAL	LIFT WHAT? Supplies WEIGHT? 5-10 lbs. CARRY HOW FAR? 100 yards	Resource Room Equipment	Weekly
CLIMB: TYPICAL (for example, stairs, ladders, scaffolding, hills)	WHAT? Stairs and hills HOW FAR? 12 floors to 100 yards	Complete rounds Navigate buildings without elevators	Daily
REACH: TYPICAL	REACH WHAT? Supplies, keys HOW FAR/HIGH/LOW? Arm's reach	Reach for supplies on shelves. Reach to post on bulletin boards. Reach for keys in key box.	Daily
USE HANDS AND FINGERS: TYPICAL	Typing, writing, dialing the phone, sorting mail, carrying supplies	Utilize Resource Room equipment Work the front desk Complete Passive programs	Daily
USE SENSE OF SMELL	Drugs, fire, dead animals, gases, smoke, chemicals, personal hygiene issues	Identify and confront conduct issues/concerns Maintenance	Daily

