



## Resident Assistant Job Description

### I. BASIC FUNCTION

The Resident Assistant (RA) is a live-in paraprofessional staff member in the Office of Residence Life. The RA assists in supporting the Residence Life mission to provide a safe environment, rich in diversity and social and educational programs, where students can challenge themselves, strive for academic success, build healthy relationships and make a contribution to society. RAs are expected to provide strategies for, and assist residents with, transition, engagement, learning, and ethical decision making.

### II. JOB OVERVIEW

The Resident Assistant is responsible for assisting students individually and as a community. The RA's primary role is to facilitate the creation of a positive residence hall environment which supports students' academic and personal success. In order for this environment to develop, RAs must make significant connections with their residents, help residents get to know one another, and connect residents to the resources and opportunities of the larger Roosevelt University community. Strategies for success include maintaining individual and group contact, possessing a thorough knowledge of campus resources, planning and implementing diverse programs, leadership development, and responding to community and individual concerns and policy violations.

RAs are expected to create an environment where study, privacy, personal values, and beliefs are respected. RAs are responsible for ensuring that policies are consistently upheld throughout the residence hall and for holding residents responsible for their own actions. Another critical responsibility is to offer support to residents and respond to crisis situations in a timely manner.

### III. DUTIES

#### A. Academic Success

- Establish and maintain an environment that is supportive of successful academic achievement
- Respond to student behavior which may be indicative of academic problems
- Implement activities and strategies that contribute to students' academic success
- Exhibit successful academic role modeling behavior
- Help students utilize academic and career resources on campus
- Assist students in connecting with other students around common courses and academic/career interests

- **NOTE:** *For the 2013-2014 academic year, the Office of Residence Life is building communities centered on specific themes, student populations, and academic concentrations. Responsibilities for RAs placed in these communities will differ somewhat from RAs placed in traditional floor settings.*

#### B. Multicultural Development

- Promote activities and strategies that contribute to increasing students' multicultural experience and university's commitment to social justice
- Respond to student behavior which involves incidents of bias
- Demonstrate personal growth

- Contribute to an environment conducive to cross-cultural understanding by educating self and students on issues of racism, prejudice, and discrimination against targeted groups and challenge residents to understand and appreciate our diversity
- Promote learning and involvement opportunities that challenge growth

### C. Student Contact

- Know names and pertinent information about floor residents and build a rapport that will foster open communication
- Maintain on-going interactions and conversations with residents individually and as a community
- Maintain a high profile in the hall and floor; be approachable and receptive
- Encourage students to utilize campus resources
- Work with other staff to implement programs that meet students' needs
- Communicate regularly with residents through bulletin boards, postings, floor meetings and informal contact. Evaluate concerns and attitudes of residents on the floor by talking to them, reviewing evaluations, and in some cases formally surveying the residents for feedback on needs, interests, and concerns
- Assist in the recruitment and development of student leaders
- Address student issues in order to resolve them in a satisfactory and timely manner

### D. Community Involvement

- Assist residents in establishing community standards and in accepting responsibility for floor/individual issues
- Facilitate regular community meetings
- Encourage the development of an environment that is inclusive of the diverse backgrounds of residents
- Confront and document inappropriate behavior.
- Mediate conflicts between residents
- Work consistently to create a civil and respectful atmosphere on the floor

### E. Programming and Activity Planning

- Assess residents' needs to provide opportunities for personal development through quality services and programs focused on their needs and interests
- Facilitate events that connect students with each other
- Promote learning and involvement opportunities that challenge growth
- Engage students in activity planning and encourage their participation in activities
- Create and promote involvement in weekend campus and community alternative social events
- Assess residents' needs to provide programs focused on their needs and interests
- Facilitate events that connect students with each other
- Engage students in activity planning and encourage their participation in activities

## IV. Staff Functions

### A. Policy Enforcement

- Serve as an example to residents by abiding by and enforcing all college and residence hall policies; The RA cannot violate or ignore violation of regulations or policies, under any circumstances
- Behave ethically and appropriately by maintaining confidentiality and university privacy policies

- Provide constructive criticism of department policies or practices first through the Residence Hall Coordinator, and then through the Director of Residence Life
- Know, respond to, and follow up with floor/hall emergencies/procedures, behavioral problems and inappropriate expressions and behaviors
- Know the policies and implement correct procedures as outlined in the Roosevelt University Student Code of Conduct, RA Staff Manual and residence hall handbooks and adhere to these policies, regulations and procedures

### **B. Administrative Duties**

- Attend training activities: pre-training in spring, fall training, spring training and any required inservice/training programs throughout the year
- Assist with hall and administrative duties
- Actively support other RAs; work as a team
- Assist in the selection and training of new staff
- Complete paperwork in a thorough and timely manner
- Keep Residence Hall Coordinator informed of floor, resident and facility issues
- Assist with facility issues in the building as directed by building manager
- Participate in a year-long developmental plan that includes assessment for the residence hall through staff programming efforts
- Maintain routine duty night coverage for the residence hall and respond to crises that occur in the residence hall
- Represent Residence Life at university programs
- Attend weekly staff meetings, one-on-one meetings, monthly in services, and professional development activities
- Work with Residence Hall Coordinator and other staff members to plan nights away from the building. At least one-half of each residence hall's staff must be present in the hall on every weekend during the academic year
- Perform all other duties as assigned

### **V. REMUNERATION**

- Remuneration is room and board while school is in session, and a modest stipend.
- Personal and professional growth and development
- Community networking opportunities