

Residential Life Office RA Job Description and Expectations



The RA Mission

Resident Assistants for Student Community and Learning (RAs) are students who contribute to Residential Life by facilitating the social, academic, and personal adjustment of students to the residence halls while assisting in implementing the community learning model. The focus of community learning is to help our residents embrace personal formation, treating all encounters and relationships as sacred, while contributing to a thriving community. RAs report directly to their Residence Hall Director.

This is approximately a 20-hour-per-week position and is comprised of both “active” time (approximately 10 hours) and “available” time (approximately 10 hours). Active time involves, but is not limited to, the following:

- Intentional Conversations with Residents
- Facilitating Community Gatherings
- Creating Billboards
- Implementing Community Learning Model
- On Duty/Roving
- Staff Meetings
- On-Going Training and Staff Development
- One on One Meetings with supervisor
- Administrative Responsibilities

Qualifications and Experience

Applicants must be able to communicate well in group and individual situations, establish rapport with a wide variety of people, organize activities to meet specific established goals, and quickly evaluate crisis situations and respond appropriately. At the time of application, the candidate must have a minimum of 12 completed semester hours at the University of Providence and have a minimum cumulative 2.5 GPA.

Responsibilities and Expectations

- Implement and meet the expectations of the Director of Residential Life, Residence Hall Director, and the Division of Student Affairs.
- Assist residents regarding personal and academic concerns, along with providing them with guidance to resources on campus and additional services.
- Plan, implement, and participate in floor and hall activities that enhance the social, educational, community and personal development of residents.
- Assume all administrative tasks as trained and designated by the Residence Hall Director and Director of Residential Life.
- Relate well to individuals of all ethnic, racial, cultural, and religious backgrounds, encouraging better understanding of diversity.
- Serve as a role model for residents and other staff. This includes upholding laws, policies and procedures of the State of Montana, the University of Providence, and Residential Life.
- Support and contribute to Resident Hall Council (RHC) as needed, or directed.

Academic Responsibilities

RAs must maintain a minimum semester and cumulative GPA of 2.5. If at any time an RA falls below a 2.5 semester or cumulative GPA, retention in the position will be based on an individual discussion between the Residence Hall Director and the RA. RAs that are retained in the position will be placed on academic probation and will be required to put together an academic improvement plan. RA staff members will be required to be enrolled as full-time students, with a coursework limit of 18 credit hours. RA will need to get prior approval from their supervisor for student teaching positions during their employment period.

Other Required Duties

Student Interaction:

- Get to know all residents in assigned hall, making a special effort to enhance the growth of each individual.
- Be available and accessible to residents, spend adequate time on assigned floor/hall, and regularly interact with floor/hall community.
- Support residents' academic work.
- Encourage residents and promote involvement with floor, hall, and campus wide activities, programs, etc.
- Balance the RA role and responsibilities with personal relationships with other residents.
- Assess resident needs and connect with residents with appropriate campus resources.
- Make appropriate referrals to University staff of problems beyond the RAs capacity of handling.

Community Building:

- Assess resident needs and create interesting and fun programming for residents.
- Conduct floor/hall meetings with residents on a regular basis for the purpose of planning programs, and activities, disseminating information, and explaining residence hall policies and procedures.
- Assist residents with getting to know each other and help foster positive relationships among them.
- Create an inclusive and welcoming environment for diverse populations.
- Promote an academically supportive environment.
- Confront behaviors and assist residents with conflict resolution.
- Encourage and facilitate residents to organize their own activities and be an active participant.

Administrative:

- Attend and participate in staff training sessions and retreats held prior to the beginning of each semester, at the end of the Spring semester and throughout the year.
- Attend, participate, and be consistently punctual in weekly staff meetings, trainings, and mandatory events.
- Assist in the supervision of the residence halls, responding to all requests and emergencies during duty hours and assist on call staff on off duty nights.
- Actively inform residents of pertinent academic and university information.
- Assist, as trained, in the handling of all emergency situations and communicate all with the Residence Hall, Assistant Director of Residential Life, and Director of Residential Life.
- Write incident reports clearly and concisely, completed directly after the incident, or at maximum within 12 hours of the incident and directly communicating reports to the appropriate Professional Staff.
- Assist in opening and closing of residence halls, requiring time prior to the beginning of semester and time following the completion of finals.
- Receive and promptly process requests for maintenance repairs and custodial needs received from residents.
- Practice utmost discretion in all matters regarding residents as directed by the Director of Residential Life.

Relationships:

- Be approachable and accessible.
- Take initiative to develop and maintain positive and collaborative staff and student relationships.
- Communicate respectfully while sharing and receiving feedback.
- Communicate regularly with immediate supervisor and residents.

Activity and Employment Commitment

Due to the paraprofessional nature of the RA position, it is essential for the RA to work on and maintain a sense of balance. In order to accomplish that, the following guidelines apply:

- Memberships of clubs and organizations on campus must be discussed with the appropriate Residence Hall Director.
- Outside employment and on-campus student employment is permitted, however before accepting any employment the RA must seek permission from their supervisor.
- Off-Campus internships must also be discussed prior to the beginning of the employment period with their supervisor.
- Athletes must submit all know travel dates to their supervisor at the start of each semester.

Availability

All RAs are expected to spend the amount of time in their living area which is required to successfully carry out the responsibilities in their job description and expectations. RAs are expected to be on the floor or in the hall a minimum of four nights per week. Time away must be pre-approved by the appropriate Residence Hall Director. Time off will not be considered before the first weekend after classes start and during the last two weeks of each semester. Time off will not be considered during peak dates as determined by the Residential Life Office. RAs fall under the expectation that they are fully coherent when responding. If called to respond, and unable to, it will count as a night away and possible disciplinary action.

Reporting and Leaving Expectations

Fall Opening: All RAs are expected to their assigned residence hall in time for fall training as indicated by the Residential Life Office.

Spring Opening: All RAs are expected to report to their assigned residence hall in time for spring training as indicated by the Residential Life Office.

Breaks: During vacation breaks, a number of RAs are expected to stay on campus in their assigned residence hall.

- Fall Break and Spring Break: 50% staff presence is required per Residence Hall and normal on-call expectations and procedures will be in place - scheduling will occur during fall training.
- Winter Break and Summer Break: All staff must stay until all hall closing responsibilities have been completed.

Peak Dates: During these specific dates of the year, all RA staff will be required to remain on campus:

- First weekend after classes begin for each semester
- Alumni, Family, and Friends Weekend: The entire weekend for this campus wide event
- Halloween: The day of Halloween, including the weekend leading in/out of Halloween
- Special Sporting Events: Weekends where large sporting events take place on our campus
- Argo Adventure Weekends: Large recruiting events, RAs will be assigned to host and help with recruiting visits.
- Two weekends before the end of each semester

Evaluations

RAs will be evaluated, both formally and informally, on a semester basis by the Office of Residential Life. The evaluation process will include a self-evaluation by the RAs and an evaluation from their Residence Hall Director. Evaluations will be based on responsibilities and expectations, duties outlined in the job description and contract, and performance. RAs will meet bi-weekly with their Residence Hall Director for one on one meetings.

Termination

All RAs and RA alternates are required to remain in good standing as is related to conduct; which means, refraining from behaviors that could result in being placed on University and/or Contract probation. In matters or incidents that result in an RA or RA alternate being placed on probation RA or RA alternate may lose their eligibility to continue in the position, situations will be reviewed on a case by case basis.

Contract and Remuneration

RAs will be required to sign a contract agreeing to complete all necessary employment requirements including this position description and the contract. All RAs will receive full room, and a full meal plan as remuneration. Continued employment as an RA is contingent upon fulfilling the above responsibilities and satisfactory performance as determined by their Residence Hall Director. If it becomes necessary for an RA to be released from the RA agreement, s/he may remain on campus, and their room charges will be pro-rated from the day of termination, and the meal plan revoked.