RA JOB RESPONSIBILITIES

I. RA TASKS
As a resident and member of the AUB community, the Resident Assistant is expected to carry out a number of functions which aim at maintaining a healthy atmosphere at the residence halls:

✓ Ensure duty coverage as assigned and supervise the work of student monitors and report violations to the Head Resident (HR).
✓ Ensure that the residents observe the rules and regulations governing the on-campus housing and report violations in writing to the Coordinator of Student Housing (CSH) with a copy to the HR.
✓ Attend to the safety and security of the residents by paying attention to potential hazards or violations and report them, in writing, to the CSH and HR.
✓ Contact the Protection Office immediately if the safety or security of the resident/s is involved.
✓ Pay attention to maintenance issues faced at the residence halls and report delays, chronic problems or major malfunctions such as discontinuation of a vital service.
✓ Contact the Physical Plant night attendant in cases of malfunctions occurring at night or during the weekend. Contact the HR and CSH in cases of emergency.
✓ Observe irregular behavior exhibited by residents and report it to the HR and CSH.
✓ Call for floor meetings on a regular basis in order to discuss upcoming activities or common concerns. Be a good listener to the residents’ complaints and concerns and report them to the HR and CSH.
✓ Provide the necessary guidance to the residents concerning the various aspects of student life in general and residence life in particular.
✓ Assist in the execution of programs designed to enhance the quality of life at the residence halls and encourage the active participation of the residents in the various activities aimed at promoting a sense of community in the residence halls.
✓ Become acquainted with the residents in the dorm and establish positive relationships with them and make every effort to create an atmosphere that is conducive to learning.
✓ Post the necessary announcements on each floor concerning the cleanliness, noise, and other related issues.
✓ Complete the written procedural forms concerning the spare keys, the monitors’ vouchers, the check-in and check-out, the overnight guests and any other tasks that may be assigned by the HR and CSH.
✓ Draw the attention of the residents to the policy governing the presence of overnight guests and the one involving the curfew. Report overnight guests to the HR and CSH.
II. RA EXPECTATIONS

✓ The Resident Assistant (RA) is expected to work 24 free hours of monitoring every month. For this purpose, every RA is required to keep a monthly record of these hours.
✓ The RA must always be present in the residence hall while on duty.
✓ The RA must take the permission of the HR and CSH in cases where he/she has to leave the residence hall while on duty.
✓ Every RA is expected to work during the holidays for a certain period of time as agreed on with the HR and fellow resident assistants.
✓ The duties of a RA in the residence hall come as a priority after the academic requirements. Therefore, no RA may commit himself/herself to duties/activities that would interfere with his/her duties as RA.
✓ The duty of a RA starts at least 10 days prior to the beginning of the semester (or depending on the dates of the Orientation Program for every fall semester) and ends after one week following the official end of the semester. If for some emergency circumstances the RA concerned cannot report to duty as prescribed, he/she must obtain the permission of the CSH in advance.
✓ In cases where the student monitor defaults to show up for his/her duty at the reception, the RA must ensure the coverage immediately. The reception desk should never be left unattended.
✓ As a member of the residence halls, the RA is expected to be a model for other residents. As such, he/she must observe the rules and regulations governing the on-campus housing and AUB; he/she should never take advantage of his/her position in order to obtain personal benefits.
✓ For coordination purposes, RAs must report the incidents in writing by sending an email to the CSH along with a copy forwarded to the HR concerned or vice versa.