Resident Assistant: Job Description

Position Overview and Eligibility

The Resident Assistant (RA) is a student who lives and works in the Residence Halls. As representative of the Office of Student Housing, the RA upholds and implements the unit’s mission and values throughout his/her assignment. The RA reports to the Head Resident (HR) assigned to the Residence Hall where he/she works and to the Student Housing Coordinator (SHC). Each RA is usually in charge of the residents living on his/her floor (different allotments may apply depending on the Residence Hall). The RA works towards creating a wholesome environment in the Residence Hall conducive to personal and communal wellbeing. The RA carries out his/her work as part of the Student Housing team and is expected to establish positive and effective relationships with all team members.

The RA is selected by April of the academic year 2012-2013 for the following academic year 2013-2014. An RA selected for the academic year 2013-2014 who is enrolled for summer 2013 may be asked to assume duty in the summer. The RA contract usually engages the RA for one academic year provided the HR evaluation towards the end of the first semester recommends continuation.

A resident is eligible to work as an RA if the following conditions apply:
- full-time student (i.e. must be enrolled in at least 12 credits) while employed;
- preference for a cumulative average of 75 at least at the time of the application submission and at the time of employment
- no current or pending disciplinary sanctions
- have lived in any of the Residence Halls for at least two semesters at the time of employment

Job Description and Expectations

The RA is expected to demonstrate flexibility and be comfortable in dealing with individuals from diverse cultural, social, religious, and economic backgrounds. The RA orients residents to University life with the purpose of ensuring the academic thriving of each resident. The RA supports and facilitates the residents’ adjustment to residence and community life. As a leader of the Residence community, the RA is expected to act as a role model and to maintain an open communication with his supervisors (HR and SHC) and the residents. In addition, the RA is expected to:

- report and consult with the HR of the assigned Residence Hall on a regular and systematic basis;
- establish close relationships with the residents assigned to him/her;
- immediately report long absences, unusual behavior or suspect conduct, sickness, and accident to the HR and SHC;
- attend to the safety and security of the residence community;
- develop social and cultural programs for solid community building;
- act as a liaison between the residents and the Office;
- assist with the opening and closing of the Residence Halls which usually requires RAs to be present one week before the semester starts;
- to be on duty in the Residence Hall on a rotating basis (at least one day throughout the week and one weekend every other week – holiday coverage to be fairly divided among the RA team with the consent of the Head Resident);
- fill 24 hours/month of monitor work at the reception;
- help identify and report maintenance work which requires building rounds during duty hours;
- oversee monitors work;
- must be familiar with the University and the Office of Student Housing policies and regulations and enforce them in the Residence Hall;
- prepare and submit regular reports to the HR and SHC;
- attend intensive training sessions before the Fall semester begins and other sessions throughout the year;
- must report and get the clearance from the SHC for any employment outside Student Housing.

Selection Process

The selection process involves the candidate assessment as per the following stages:
1. The candidate submits the completed RA application to the Office of Student Housing during the period March 1-15, 2013. The RA must be in good academic and non-academic standing.
2. The candidate is interviewed by the HR of the Residence Hall where he/she lives at the time of the application.
3. The HR then meets with the current RA team and discusses the applicants (if the applicant is already an RA applying for renewal, then the applicant must leave the meeting at the time of discussing his/her application).
4. The candidate is then interviewed by the SHC, followed by a final interview with either the Dean or the Associate Dean of Student Affairs.

Compensation

The RA is accommodated in a double-occupancy room (exceptions may occur depending on the Residence room types and community needs) and waived from the housing fees for the above duties including 24 hours/month monitor work at the Residence reception. The RA shall receive payment for any hour worked as a monitor beyond the completion of the 24 hour/month requirement.