JOB DESCRIPTION

Resident Assistant (RA) Job Description

The Resident Assistant is a student staff member of Housing and Residential 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 Resident Assistant position.

REPORTING
Resident Assistants report directly to the residence director of their assigned residence hall.

PRIORITIES
Resident Assistants are expected to establish the following priorities for their time: 1) academic commitments, 2) residence hall staff responsibilities, and 3) extracurricular activities. Housing and Residential Life believes Resident Assistants 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 Resident Assistant must meet the following requirements at the time of application:

a. Overall GPA of 2.5 or higher; Semester GPA of 2.5 or higher
b. 15 completed college credits by time of appointment
c. Minimum of one semester of residence hall living experience (or equivalent) by time of appointment
d. No current or pending disciplinary sanctions
e. Good standing with the University, Dean of Students, University Police, Housing and Residential Life, and eligible for work in the United States

REQUIREMENTS TO MAINTAIN THE POSITION:

a. Overall GPA of 2.5 or higher
b. Semester GPA of 2.5 or higher
c. Be enrolled minimum of 12 semester hours throughout the semester (unless otherwise approved)
d. Receive a grade of “C” or better in SAHE 4178 (previously COUN 4378) prior to or during the first semester of employment
e. Under special circumstances and on a case-by-case basis, RAs with at least one semester of RA experience may work in a position outside of their DHRL job. Written approval must be obtained from their Residence Director. In order to work outside of the RA position, RAs must be in good academic and job standing. Outside employment in off campus employment must not exceed 10 working hours per week for that position. RAs are not permitted to have additional employment on campus. RAs must understand that their RA role comes first before any other employment position.
f. Written approval from your supervisor and assistant director for any regularly scheduled outside activities that require an inordinate amount of time. This would include club involvements, internships, and officer position in any organization. Pledging activities that consume a great deal of time or energy are not allowed during the first year of
employment. During the second year of employment, pledging activities may take place with the residence director’s permission.

COMPENSATION:
   a. A single room and a board plan (Bobcat Village does not receive a board plan). (*We do our best to provide single room, however, it can fluctuate based on space availability.)
   b. A monthly stipend – varies depending on type of position. (See Resource Packet)

EMPLOYMENT POLICIES
Texas 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 Housing and Residential Life Staff, the Resident Assistant is part of a team and must establish effective working relationships with other University personnel.

To the Residence Director:
   a. Complete tasks delegated by residence director
   b. Suggest and assist with projects contributing to the residence hall community
   c. Inform RD 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
   f. Clear any overnight time away from the building through the RD

To the Residents:
   a. Know residents in the assigned area of responsibility
   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 Texas State
   d. Refer students to other appropriate personnel
   e. Encourage and facilitate positive interaction and respect between residents
   f. Help residents understand their rights and responsibilities in accordance with residence hall and University policies

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. Respect confidentiality
f. Support other RAs

For Administrative and Office Procedures:

a. Act in the residence director’s absence, as designated
b. Be familiar with all phases of hall and office operations
c. Fulfill office duty and on-call duty responsibilities whenever assigned
d. Assist in maintaining hall security and safety
e. Return early for training/hall-opening and remain for hall closing at breaks and until the hall closes after the last scheduled graduation

For Discipline:

a. Know and understand policies and procedures as they relate to residents and emergencies
b. Role model appropriate conduct expected in the hall
c. Ensure problems or potential problems are addressed immediately and refer as necessary

d. Provide accurate information and referral to students who need further assistance
e. Aid residents in problem solving
f. Respect the confidential nature of the peer counseling role while also realizing it is necessary to share information with your supervisor

For Programming:

a. Identify areas of student needs within the programming model and program accordingly
b. Direct residents to other individuals sharing similar interests
c. Encourage residents to participate in hall and campus program activities
d. Fulfill programming contract with staff and residence director
e. Create an attractive and comfortable environment in which to live

For Hall Government:

a. Articulate the integral role hall governments play in DHRL
b. Attend and assist with floor meetings, hall meetings, hall functions, and campus activities
For 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. Complete Room Condition Forms at hall opening and closing and 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 RD
   i. Assist in the follow up on damage of residence hall property

For Professional Development:
   a. Prior to or during the first semester of employment, successfully complete the RA class with a grade of C or better
   b. Return to campus early, and participate in the Fall and Spring pre-service training workshops
   c. Attend all residence hall staff meetings
   d. Attend training sessions as directed
   e. Other duties as assigned

For Professionalism:
   a. Convey a positive attitude toward the RA position and its duties and responsibilities
   b. Act as a positive role model both for fellow staff members and residents by not participating in questionable or unethical behavior
   c. Refrain from gossip, complaining and negative comments about residents, the RA position, DHRL and other staff members
   d. Use the appropriate channels to voice your concerns or suggestions regarding DHRL policies and procedures
   e. Take pride in your work, as it is a reflection not only of you but of your staff, DHRL, and Texas State

Additional General Expectations:
   a. Reserve Monday evenings from 6pm-8pm or 8pm-10pm for staff meetings and Department in services (no classes and no other meetings). If you are in Student Government, you must sign the appropriate paperwork with your supervisor
   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 weekend for both the fall and spring
   d. RAs are expected to commit at least one full academic year to the Resident Assistant Position
e. RAs work approximately 6 hours at the desk a week
f. RAs will serve in an on-call rotation various evening and weekends through the semester
g. RAs must maintain full time status as students (at least 12 hours and no more than 18 without special approval from supervisor)
h. RAs are not permitted to have additional employment on campus. Any employment that happens outside of the University is limited to 10 hours a week. This additional employment MUST be approved by your supervisor prior to working. *DHRL strongly encourages that our first-year RAs do not hold other employment positions
i. RAs need to inform their supervisors 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
j. Being a role model is an inherent part and one of the critical roles for a Resident Assistant. 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
k. The RA position is a 20 hour a week task position.

**RA APPLICATION PROCESS REQUIREMENTS AND TIMELINE**

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<thead>
<tr>
<th>Date:</th>
<th>Item:</th>
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<tbody>
<tr>
<td>November 9</td>
<td>Applications available</td>
</tr>
<tr>
<td>November 9-12</td>
<td>Information Sessions held in halls</td>
</tr>
<tr>
<td>November 16-19</td>
<td>Information Sessions held in halls</td>
</tr>
<tr>
<td>January 20</td>
<td>APPLICATIONS DUE</td>
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<tr>
<td>February 1</td>
<td>Notification of application status and interview details</td>
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<tr>
<td>February 5</td>
<td>RA Candidate Workshop</td>
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<td>February 10-12</td>
<td>1st Individual Interview</td>
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<td>February 17-19</td>
<td>2nd Individual Interview</td>
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<tr>
<td>Notified week prior to Spring Break</td>
<td>Notification letters available for pickup</td>
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<tr>
<td>March 21</td>
<td>Accept/Declination Due</td>
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<tr>
<td>Arranged before end of semester by RD</td>
<td>Meet and Greet with 2015-2016 staff*</td>
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<tr>
<td>April 8</td>
<td>New RA Orientation*</td>
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<tr>
<td>August 8</td>
<td>Training begins*</td>
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Notes:
Cost of Attendance and Federally-Mandated Adjustments

Overview

- Cost of Attendance
- Types of Aid
- U.S. Department of Education Requirements
- Cost of Attendance Adjustment
- Federal Resources

Cost of Attendance

- Cost of Attendance (COA) establishes the maximum amount of aid a student can receive.
- The COA is an average of the educational expenses incurred by students.
- The COA is comprised of the following components:
  - Tuition and fees
  - Books and supplies
  - Room and board
  - Personal items
  - Transportation

Types of Aid

The types of financial aid that count toward the Cost of Attendance (i.e., student's maximum aid limit) include, but are not limited to, the following:

- Scholarships
- Federal, state and other grants
- Work study
- Student and parent educational loans
- Tuition adjustments and waivers
- AmeriCorps
- Fellowships
- McNair Postbaccalaureate Achievement Program
- And more ...

U.S. Department of Education Requirements Related to Enrollment and Cost of Attendance (COA)

- Taxpayer-funded financial aid is to cover only educationally-related costs incurred by the student.
- A student cannot receive aid in excess of their COA.
- Schools must adjust each student's COA as changes in enrollment occur through the semester's census date.
- Adjusting the COA to reflect actual costs (e.g., actual tuition and fees) prevents students from receiving taxpayer funds for course costs they are not incurring.

Cost of Attendance Adjustment Full-Time and Half-Time Enrollment Undergraduate

<table>
<thead>
<tr>
<th>2023-2024 Cost of Attendance to 1st Semester, Academic Year</th>
<th>Full-Time (12+ Hours)</th>
<th>Half-Time (6 to 11 Hours)</th>
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</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$3,240</td>
<td>$3,740</td>
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<tr>
<td>Books and Supplies</td>
<td>$620</td>
<td>$410</td>
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<tr>
<td>Room and Board</td>
<td>$3,100</td>
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<tr>
<td>Personal Items</td>
<td>$1,730</td>
<td>$1,730</td>
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<td>Transportation</td>
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<tr>
<td>Total</td>
<td>$21,520</td>
<td>$17,310</td>
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### Cost of Attendance Adjustment
#### Full-Time and Half-Time Enrollment Graduate

<table>
<thead>
<tr>
<th></th>
<th>Full-Time (9+ Hours)</th>
<th>Half-Time (5 or 8 Hours)</th>
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</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$7,750</td>
<td>$4,940</td>
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<tr>
<td>Books and Supplies</td>
<td>$820</td>
<td>$410</td>
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<tr>
<td>Room and Board</td>
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<td>$5,150</td>
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<tr>
<td>Personal Items</td>
<td>$1,750</td>
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<tr>
<td>Transportation</td>
<td>$1,300</td>
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<td><strong>Total</strong></td>
<td><strong>$19,750</strong></td>
<td><strong>$16,610</strong></td>
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</table>

### U.S. Department of Education Requirements Related to Room and Board and Cost of Attendance (COA)
- Tax-payer funded financial aid is to cover only educationally-related costs incurred by the student.
- Students cannot receive aid in excess of their COA.
- Schools must adjust a student's COA when receiving room and board at no cost (e.g., resident assistants).
- Adjusting the COA to reflect actual costs (e.g., having no room and board expenses) prevents students from receiving tax-payer funds for costs they are not incurring.

### Cost of Attendance Adjustment
#### No Room and Board Costs

<table>
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<tr>
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<th>With Room and Board Costs</th>
<th>Without Room and Board Costs</th>
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<tbody>
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<td>Tuition and Fees</td>
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<td>$9,540</td>
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<tr>
<td>Books and Supplies</td>
<td>$920</td>
<td>$620</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$8,150</td>
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<tr>
<td>Personal Items</td>
<td>$1,750</td>
<td>$1,750</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,300</td>
<td>$1,300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$21,820</strong></td>
<td><strong>$19,520</strong></td>
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</tbody>
</table>

### Federal Resources
  - Volume 3 – Calculating Awards & Packaging
  - Chapter 2 – Cost of Attendance (Budget)

[http://opa.pitt.edu/handbook/attachments/15HFSA/HbkVolCh2.pdf]