

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

The resident assistant reports directly to the residence director of his/her assigned residence hall

PRIORITIES

The resident assistant is expected to establish the following priorities for his/her 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
- c. 28 completed college credits by time of appointment
- d. Minimum of one semester of residence hall living experience (or equivalent) by time of appointment
- e. No current or pending disciplinary sanctions
- f. Good standing with the University, Dean of Students, University Police, and Housing and Residential Life
- g. 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 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 his/her DHRL job. Before they begin work, written approval must be obtained from his/her residence director and assistant director. In order to work outside of the RA position, RAs must be in good academic and job standing. Outside employment must not exceed 10 working hours per week for that position and the RA must understand that his/her 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 (on-campus) and a board plan.
- b. A monthly stipend of \$103

EMPLOYMENT POLICIES

Student staff members serve without fixed terms and at the pleasure of the Director of Housing and Residential Life. As employees 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. Each staff member will receive a formal evaluation of his/her performance each semester, and reappointment to the position is based upon satisfactory job performance.

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 his/her 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 his/her 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;
- g. Be friendly and cooperative to other personnel and appreciate his/her efforts;
- h. Be familiar with the roles and responsibilities assumed by other University personnel;
- i. Understand the role resident assistants assume as part of DHRL and establish effective working relationships with all DHRL personnel.

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.

For Peer Counseling:

- a. Recognize that RAs are not professional counselors;
- b. Be a good listener, receptive and sensitive to residents when approached for assistance;
- c. Provide accurate information and referral to students who need further assistance;
- d. Aid residents in problem solving;
- e. 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.