RESIDENT ASSISTANT JOB DESCRIPTION

Job ID: 4796
Job Type: On-Campus Institutional Jobs
Employer: Housing
Job Category: Office - Miscellaneous

The Resident Assistant (RA) is a student staff member who lives on a floor in an undergraduate or graduate residence hall and serves as a role model, peer counselor, resource and referral person, advocate, policy enforcer, programmer and leader for residents of the assigned floor(s). The RA also assists with daily on-call coverage rotation, plans and implements social/educational programs. The primary goal of the RA position is the development of an environment conducive to the academic and personal growth of residential students. The RA reports to the Hall Director (HD) and/or the Residence Life Coordinator (RLC).

EXPECTATIONS

The following expectations must be met in order to serve in the position.

Commitment to Community: RAs must role model and demonstrate strength of character, good judgment, flexibility, responsibility, involvement and commitment to student life and the University.

Grade Point Average: RAs must hold and maintain a cumulative and semester G.P.A. of 2.75 or above.

Selection Process: RAs must successfully complete the application and selection process.

University Standing: RAs must be in good standing at UND prior to and throughout the period of employment and abide by all University and residence hall policies.

Availability: All RAs are expected to be sufficiently available in the hall to respond to on-call situations that may arise and to maintain regular contact with residents. A staff member who is not on duty and who plans to leave the hall for more than a 24 hour period (i.e., weekend) must notify and/or obtain prior permission from their hall director.

STAFF TRAINING & DEVELOPMENT

Staff training & development programs are important to the effectiveness and success of the Residence Life program and are designed to strengthen the Residence Life team. As such, RAs are required to attend and participate in these activities. Training activities dates are listed below. Development activities will be periodically focusing on leadership development and position skill strengthening.

<table>
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<tr>
<th>WORKING AGREEMENT DATES</th>
<th>SPRING ORIENTATION</th>
<th>FALL TRAINING</th>
<th>FALL SEMESTER</th>
<th>SEMESTER BREAK</th>
<th>SPRING TRAINING</th>
<th>SPRING SEMESTER</th>
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<tbody>
<tr>
<td>MAR 26, 2017</td>
<td>AUG 1-18, 2017</td>
<td>AUG 19-DEC 17, 2017</td>
<td>DEC 18, 2017 - JAN 2, 2018</td>
<td>JAN 3-6, 2018</td>
<td>JAN 7, 2018 - MAY 14, 2018</td>
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Holidays, Breaks and Vacation Periods: RAs will be required to work and/or serve on-call for a proportional share of holiday/break coverage days throughout the academic year. Break periods include times when University offices are closed; including but not limited to Thanksgiving, Winter, Spring and Easter Break.

Outside/Additional Work: No other outside work experience will be permitted without special exemption. Participation in leadership positions and academic experiences (practicums, internships, etc.) must receive permission from the Associate Director of Residence Life prior to the start of employment outside the RA position.
Certain experiences, like Certified Flight Instructor or student teaching may not be compatible with the RA position. Please confirm with the Associate Director of Residence Life before committing to such work experiences.

**PRIMARY RESPONSIBILITIES**

**Administrative:**
- Participate in weekly staff meetings;
- Participate in regular one-to-one meetings and provide regular updates regarding situations in the hall with supervisor;
- Participate in on-going training and staff development sessions throughout the year;
- Participate in and accept responsibility for pro-rata on-duty weeknights, weekends and break periods.
- Understand the needs, goals and objectives of and act as a liaison between the Office of Housing and Dining Services and residential students;
- Participate in other University, Departmental and building activities as assigned;
- Assist in the preparation of hall for opening, transitions and closing.
- Support the assessment of program effectiveness and learning outcomes by submitting program reports and other data (e.g. EBI, programming assessment forms, etc.).
- Submit weekly reports, roommate agreements, safety inspections, inventories, and other Housing paperwork, that are timely, accurate and complete.

**Community Development:**
- Work with residents to create a living and learning environment that promotes academic growth, personal responsibility, respect, diversity and community accountability through inclusive activities such as floor meetings, programs and intentional one-on-one conversations;
- Facilitate the completion of roommate agreements;
- Provide opportunities for meaningful interaction for residents;
- Implement social, educational and academic programs using the T.E.A.C.H. programming model;
- Assist residential students in academic, social and personal matters through resource referral;
- Provide guidance, support, and be knowledgeable of and role model appropriate behaviors as a responsible community member;
- Promote a community climate that values diversity and inclusiveness;
- Support and promote the mission of hall council and the Association of Residence Halls (ARH);
- Be available to residents as a resource, providing residents with information regarding University activities and events through individual contact and group information sharing;

**Crisis Response & Policy Enforcement:**
- Know, understand, communicate, enforce and abide by existing Federal and state laws, University and Housing & Dining policies and procedures.
- Knows University/community resources and make appropriate referrals;
- Assist with the student conduct process by submitting timely, accurate and complete reports to document situations;
- Participate in on-duty and/or on-call rotational coverage during scheduled evenings, weekends, breaks and holidays.

**CONFIDENTIALITY/KEYS/UNIVERSITY EQUIPMENT**

As an RA, you will have access to sensitive and confidential student information, as well as keys and equipment that are to be used for job related activities only. You will be required to sign additional paperwork that outlines specific guidelines and protocol for use of student information, keys and additional equipment. This paperwork includes, but is not limited to: Agreement to Maintain Confidentiality/Integrity, Resident Assistant Duty Phone Protocol and Agreement, and RA Supply Box Inventory Sheet. You may be held responsible for the misuse of student information, loss of keys and/or equipment, which may include financial responsibility, probation and/or
termination from the RA position. Keys and/or equipment must be returned to University Housing upon the end of your working agreement, termination, or resignation from the RA position.

**LEARNING AND DEVELOPMENT OUTCOMES**

As a result of working in this position:

- RAs will build leadership skills in their role as peer mentors to residents on their wing/floor/hall.
- RAs will develop effective interpersonal communication skills as demonstrated by their ability to reach out to residents, participate in meetings, and work on a team.
- RAs will develop written communication skills to write concise, factual, and non-judgmental incident report forms and other administrative tasks.
- RAs will develop problem solving and critical thinking skills to recognize and respond to emergencies and resident concerns, and connect students to campus resources.
- RAs will develop the skills to plan, budget, and organize programs and activities for residents to build community and a sense of belonging.