RESIDENT ASSISTANT JOB DESCRIPTION

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

A Resident Assistant at the University of North Dakota (UND) is an upper-class student who lives on the floor/wing to serve as the primary resource for building community and fostering student learning and growth. RAs are responsible for building a positive community on their floor and within the building; assisting residents with both personal and academic concerns; helping residents connect with each other and UND; being an educator by promoting and supporting intentional learning through our residential curriculum; knowledge of and upholding University policy; and serving as a resource and/or liaison for the University. The Resident Assistant reports directly to their Hall Director (HD) and/or Residence Life Coordinator (RLC) and reports indirectly to the Associate Director of Residence Life and Executive Director of Housing & Dining Services. They serve on a staff ranging from four to nine RAs depending on the hall. RAs, on average, work approximately 20 hours per week.

QUALIFICATIONS

- In order to be eligible to apply for a Resident Assistant position, applicants must be enrolled in twelve credits (undergraduate) or nine credits (graduate) of residential/on-campus course work at the University of North Dakota at the time of application and must be able to demonstrate at the time of application that they are able to successfully earn 30 credit hours (Sophomore class standing) by the start of their employment with UND Housing. For students who are studying abroad at the time of their application for an RA position the department will verify that, for the semester immediately preceding the applicant’s semester abroad, the candidate was enrolled in twelve credits (undergraduate) or nine credits (graduate) of residential/on-campus course work at the University of North Dakota.
- Sophomore class standing or above (30+ credits completed) as of May 15, 2018 when credit hour checks are conducted.
- Available entire academic year.
- A cumulative GPA of 2.75 or higher at time of application. A student staff member must maintain at least a 2.75 cumulative and 2.75 semester GPA during every semester of employment.

Students applying who have already earned a UND GPA but who do not meet the 2.75 GPA criteria when grade checks are done in January will automatically be removed from the process.

First year students are allowed to apply for the position, even though they will not yet have a UND GPA until January. However, grade checks will be done in January, and if a first year student did not meet the GPA requirement during their first semester they will automatically be removed from the process.

All staff hired will have their grades checked prior to starting in the position and every subsequent semester they are employed.

- At the discretion of UND Housing, applicants must be in good standing with the University, the Office of the Vice President for Student Affairs & Diversity and not be in violation of the Student Code of Student
Life. An applicant can have no active or unresolved violations of the Student Code of Student Life or any incomplete judicial sanctions (ex. community service hours, alcohol or drug education courses to complete, restitution, etc.)

- As a security sensitive position, applicant must be able to successfully pass a criminal background check administered through the University.
- RAs must role model and demonstrate strength of character, good judgment, flexibility, responsibility, involvement and commitment to student life and the University.
- Appreciation of and interest in different viewpoints, cultures and life styles.
- Personal attributes of maturity, honesty, self-reliance, motivation, initiative, openness, creativity and enthusiasm.
- Academic Year RAs are not permitted to hold any employment outside the RA position during the first semester of their employment. (Outside employment may be allowed during subsequent semesters if evaluations indicate a satisfactory work performance. However, due to the Fair Labor Standards Act (FLSA) requirements, non-resident aliens are limited to work a maximum of 20 hours per week and, therefore, are not permitted to hold outside employment (other than their RA position) at any time during academic sessions throughout their employment as an RA.)
- Applicants must be in good financial standing with the University. All student staff members are expected to meet payment for tuition and fees. Please note that salary earned in this position may affect student financial aid.

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 periodic and focus on leadership development and position skill strengthening.

<table>
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<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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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: Academic Year RAs are not permitted to hold any employment outside the RA position during the first semester of their employment. (Outside employment may be allowed during subsequent semesters if evaluations indicate a satisfactory work performance. However, due to the Fair Labor Standards Act (FLSA) requirements, non-resident aliens are limited to work a maximum of 20 hours per week and, therefore, are not permitted to hold outside employment (other than their RA position) at any time during academic sessions throughout their employment as an RA.)

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 through utilization of an intentional residential curriculum;
- 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.