

Utah State UNIVERSITY

**Housing and
Residence Life**

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RESIDENT ASSISTANT JOB DESCRIPTION 2010-2011

The Resident Assistant (RA) is a full-time student who lives and interacts with his or her peers in a residence hall. The RA is a member of the Housing Services Staff and actively participates in the development of a comprehensive Residence Life program. **The RA is appointed for a specific academic year. Individuals should not apply for or accept a position if they cannot commit to the entire academic year. Reappointment is contingent upon successful job performance, requisite academic progress, favorable supervisory review by applicable professional staff, and the on-going needs of the overall Housing system.**

The RA position, due to its live-in nature, requires willingness to be called into service at any time of the day or night in order to meet students' needs as they arise. The RA will function as a peer resource, mentor, and advisor to residents. Therefore, availability, consistency and interpersonal skills are of the utmost importance.

The RA is expected to serve as a role model and abide by all University and Housing policies. Furthermore, the RA is expected to adopt the goals of maintaining a safe, secure and comfortable living/learning environment. As a role model and a programmer, the RA is further fulfilling the University's mission for education and service. The RA is expected to maintain high academic standards and continuing full-time student status. RA responsibilities are as follows:

I. ROLE MODEL

It is essential that a RA, as a role model, possess knowledge, skills and abilities which demonstrate:

1. High academic success (2.50 as a minimum for semester and cumulative Grade Point Average) and solid academic progress towards graduation as a full-time student (a minimum of 12 undergraduate / 6 graduate credit hours per semester). The RA must set an example for residents by attending classes regularly and dedicating an appropriate amount of time to studies.
2. Abide by and enforce all University and Housing policies, the ASUSU Code of Conduct, the Department of Housing Services Employee Handbook and the Residence Life Handbook.
3. Communicate with all residents and staff members in an open, supportive and constructive manner, including the RA's roommates as applicable.
4. Promote a healthy living/learning atmosphere which enhances education and is supportive of the exchange of diverse ideas and experiences.
5. Maintain objectivity and confidentiality in all sensitive matters.
6. Build and maintain a relationship of trust and mutual support with individual residents, including roommates as applicable.
7. Maintain a cooperative team environment and positive attitude within the Housing staff and the residence hall community.

II. STAFF AND RESIDENT COMMUNICATION

Communication and interaction between hall staff as well as with all residents is vital to a healthy team Relationship and a viable and supportive residence hall community. RAs will:

1. Report to his/her supervisor on all aspects of the RA's work. The RA and his/her supervisor shall have formal and informal conferences, evaluation and communication on a regular basis.
2. Communicate regularly and interact professionally with all internal and external customers.
3. Inform residents of policies and procedures via hall/floor meetings and personal contact.
4. Assist and support staff as needed and requested.
5. Maintain a cooperative team environment and positive attitude.
6. Be available, visible and approachable.
7. Attend and participate in a weekly staff meeting.
8. Actively support and contribute to the staff team concept.
9. Be open and responsive to constructive feedback and opinions from his/her supervisor and other staff members, and provide constructive feedback when appropriate.

III. PROGRAMMING

The USU Residence Life staff is committed to providing services which enhance the residence hall living/learning environment. Residence hall staffs are expected to provide residents with a variety of educational, social interactive, and reflective learning programs. The objective is to help create and maintain a friendly environment that stimulates cooperation, personal growth, and academic achievement within the residence hall community. The key goals of programming are education, community building and encouraging peer interaction. RAs will:

1. Promote a healthy living/learning community which enhances education in and out of the classroom.
2. Acquaint residents with new cultures, values, and lifestyles by providing challenging activities that lead to a supportive exchange of ideas and experiences.
3. Cooperate with other groups who also organize programs in the residence halls, primarily the Residence Hall Association (RHA). Support RHA and other campus offices and appropriate student organizations.
4. Utilize personnel and resources available through the Housing Services system, RHA, the University community, and the Cache Valley area.
5. Facilitate the development of leadership, conflict management, and interpersonal skills by providing opportunities for residents to plan and implement programs.
6. Organize, implement and support required educational and community-building programs each semester.
7. Initiate, develop and facilitate programs which enhance overall student development.
8. File all required program reports in a timely manner.
9. Create effective advertising for Housing-sponsored events.

IV. DISCIPLINE, RULES AND REGULATIONS

The USU Residence Life staff is committed to providing an educational and developmental residence hall community. Residents' safety and security is of the utmost importance and disciplinary action is dealt with using a behavior modification model. RAs will:

1. Gain understanding and knowledge of the Policies and Procedures of Housing Services, and the ASUSU Code and Constitution.
2. Inform residents of policies and clarify rules and regulations.
3. Address discipline or behavioral problems and file required Incident Reports with supervisor(s) in a timely manner. Maintain objectivity and strict confidentiality regarding disciplinary issues.
4. Conduct follow-up as needed or per instructions of supervisor(s).

NOTE: The RA must be a role model within the residential system and adhere to these policies and procedures at all times. Violation can be grounds for immediate dismissal.

V. AVAILABILITY

RA's will:

1. Be visible, available and approachable to residents. This means being in one's room/apartment on a daily and regular basis (several hours per day not including sleeping time). Maintain significant personal contact with all residents in their living area by visiting each room/apartment at least once every other week.
2. Arrive early for training and administrative duties relative to semester opening and check-ins. Remain late each semester to assist with completion of all administrative tasks related to closings and check-out procedures. **Extra time, effort and commitment is required during openings/closings, vacations/breaks and other peak times.**
***See last page for specific report dates for training and other required time commitments.**
3. Attend all required and scheduled RA classes, training sessions, retreats and in-services.
4. Post personal schedule on his/her room/apartment doors, indicating whereabouts. Submit copies to supervisor(s).
5. Work office and on-call duties as scheduled, including weekdays and weekends. Be available in the hall at least two weekends per month, and other times as requested or scheduled.
6. Notify his/her supervisor when gone overnight.
7. **The University must be considered as the principle employer.** Second jobs, odd jobs or part-time work are permissible only so long as they do not interfere with time, availability, and the efficiency of the RA. It is suggested that 10 hours per week is a reasonable guideline.

VI. PEER COUNSELING

RA's will:

1. Be available to residents on a regular basis and provide one-on-one peer-counseling with residents as necessary.
2. Build and maintain a relationship of trust with individual residents. Maintain objectivity and confidentiality.
3. Be aware of residents' special circumstances (i.e., health concerns, peak stress times, emotional difficulties, academic problems, etc. . . .).
4. Be familiar with campus and community resources. Use appropriate referral procedures (as outlined in Training).

VII. ADMINISTRATION/MANAGEMENT OF FACILITIES

RA's will:

1. Assist supervisor with administrative work. Complete assigned administrative tasks and paperwork within designated timelines.
2. Report damage and maintenance problems: follow-up when appropriate.
3. Conduct hall/floor meetings throughout the year as determined by supervisor. Serve as a liaison between residents and Housing Administration.
4. Be sensitive to the campus ecology of the RA's apartment/room and residence hall common areas.
5. Know and disseminate fire safety information and enforce regulations. Conduct fire drills or fire safety programs within the first two weeks of each semester.
6. Establish positive working relationships with University Police, other campus personnel and departments, and Housing maintenance, grounds, custodial crews and office staff.
7. Meet all designated timelines and assist with administrative work.
8. Perform extra responsibility and duties as otherwise assigned by supervisor.
9. Report, document and follow up on safety violations, security issues, building damages and maintenance problems.
10. Submit all paperwork in a timely manner. Be prompt in attending all required meetings and duties.

VIII. QUALIFICATIONS

1. Full-time USU student status (12 undergraduate/6 graduate credit hours per semester).
2. All RA candidates and current RA's are required to maintain a semester and cumulative Grade Point Average of 2.50, including at time of application. After one semester of failure to meet academic performance standards, RA's will be placed on job probation. Two consecutive semesters of poor academic performance will affect continued employability or rehire status.
3. Must be willing to take and successfully complete all requirements for the Residence Life Class, Spring Semester or prior to employment.

IX. COMPENSATION

Residing in the USU Housing system as assigned is required. RA compensation is dependent on the area in which the individual is assigned. All RAs will receive waived Housing and Residence Life activity fee and local phone service and voicemail. Compensation by area follows:

Suite & Traditional Style Buildings

- Private room
- 14 meals/week
- \$125 monthly stipend

Apartment Style Buildings

- Private room
- \$200 monthly stipend

Family Housing

- Full rent credit

NOTE: In periods of high occupancy or overflow, some single RA's may temporarily be assigned a roommate and compensation packages may be adjusted to reflect this.

Training Dates and other required time commitments:

Fall 2010

All RAs must report to campus by 12:00 pm on Saturday, August 14, 2010. Training continues daily, all day, through Sunday, August 29, 2010. You should plan on ResLife taking all of your time. Please clear your schedule of all other potential commitments (**i.e. completing class scheduling, weddings, social activities, and previous job commitments**).

All RA are required to stay until at least 5:00 p.m. on the Saturday that students leave after Finals.

Spring 2011

All RAs are required to report to campus by 12:00 pm on Thursday January 6, 2011 for two days of training.

All RAs are required to stay until 5:00 pm on the Sunday following Spring Graduation. Single RAs must vacate by no later than noon on the following Monday.

*** R.A.s with children must make child care arrangements for all training sessions and in-service meetings throughout the year.**