

# Resident Assistant Position Description

2016-2017

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## Overview of Position

The Resident Assistant (RA) is responsible for a floor or living area within a residence hall at Appalachian State University. As the front-line University Housing staff member in their assigned area, the RA is responsible for serving as a positive role model, mentor, and guide for approximately 40 residents. The RA is responsible for facilitating a cooperative and considerate community environment. To achieve this goal, the RA is expected to initiate relationships with residents, plan and encourage participation in hall and area programs, and inform residents of University and departmental policies. In addition, the RA assists with the personal and academic concerns of students, mediates interpersonal conflicts, and serves as an information resource.

## Qualifications

In order to maintain the Resident Assistant (RA) position candidates and successful applicants must meet the following qualifications from submission of application until the end of contract, termination, or resignation from the RA position:

- ✓ Successful completion of a background check, administered by University Housing.
- ✓ Maintain full-time enrollment (at least 12 undergraduate credit hours) at Appalachian State University.
- ✓ Maintain a cumulative and semester grade point average of 2.50 or above.
- ✓ Maintain good standing with the Office of Student Conduct.

## Responsibilities

The specific responsibilities of the Resident Assistant are numerous and varied. The following is a list of the types of responsibilities and expectations for students serving as RAs at Appalachian State University.

### *Community Development*

- ✓ Assist residents in the adjustment to the University community.
- ✓ Be visible, accessible, and available to residents throughout the week, particularly evenings and weekends.
- ✓ Build positive, open relationships with students in the community and maintain through on-going contact.
- ✓ Create opportunities for students in the assigned living area to provide input and share in planning of activities.
- ✓ Encourage residents to become acquainted with and care about others in the assigned living area.
- ✓ Implement activities and have individual resident conversations per the community development model.
- ✓ Provide bulletin boards to convey events, involvement opportunities, and other important information.
- ✓ Serve as an information resource and make appropriate referrals to other campus offices.

### *Conflict and Crisis Management*

- ✓ Actively confront and document students who fail to comply with University or Housing policies.
- ✓ Know and understand the contents and rationale of the *Code of Student Conduct*, the *Residence Hall License Contract*, *Staff Manual* and the *Crisis Management Manual*.
- ✓ Maintain the safety and security of the assigned residence hall and report safety concerns to supervisor.
- ✓ Mediate conflicts among and between residents, educating about the importance of cooperation and compromise.
- ✓ Share duty coverage with staff team members.
- ✓ Serve as the first level of intervention in crisis situations.

### *Inclusivity*

- ✓ Actively confront students who violate the rights of other residents.
- ✓ Appropriately address all bias-related comments and/or behaviors in the community.
- ✓ Develop an atmosphere that promotes a sense of belonging, support and affiliation.
- ✓ Develop and utilize skills to work with diverse student populations.
- ✓ Learn ways to advocate for the needs of all students.
- ✓ Maintain sensitivity to different perspectives and identities.

### *Leadership Development*

- ✓ Act as a positive role model at all time (both on and off campus).
- ✓ Attend and complete all staff training activities including, but not limited to Fall Training, Area Time, January Training and online training modules.
- ✓ Attend one-on-one supervision meetings and weekly staff meetings.
- ✓ Assess students for and promote the development of leadership skills.
- ✓ Encourage resident participation in Hall Council and RHA.

### *Professionalism*

- ✓ Become a part of and support a team that equally serves the needs of residents and the department, including the mission, vision and core values.
- ✓ Communicate consistently, effectively and efficiently with fellow University Housing staff members.
- ✓ Complete all administrative responsibilities as assigned by supervisor and/or other Housing staff.
- ✓ Establish and maintain open working relationships with other University Housing staff including, but not limited to housekeepers, maintenance personnel and Central Office staff.
- ✓ Maintain a high level of ethical standards and a positive attitude while serving as a University employee.
- ✓ Monitor and maintain a professional online presence (e.g., Facebook, Twitter, Instagram, etc.).
- ✓ Provide customer service and assistance with preparing and completing openings (August, January) and closings (December, May) of the residence halls.
- ✓ Recognize the importance of and demonstrate confidentiality.

### **Residential Learning Community RAs**

RAs who work with Residential Learning Communities (RLCs) are asked to complete some additional responsibilities to assist in the programmatic support of the RLC. RAs assigned to RLC floors may be compensated an additional \$100 per semester as compensation for additional responsibilities.

### **Compensation**

RAs are compensated based on an hourly rate for each hour worked in the RA role. The total amount of compensation received as an RA during the academic year is detailed in the chart below. The status of an RA is evaluated at the beginning of each academic year. RAs are paid bi-monthly on the 15th and last business day of the month for actual hours worked and recorded on a time sheet.

<b>Position</b>	<b>Resident Assistant (RA)</b>	<b>RLC-Resident Assistant (RLC-RA)</b>
<b>New Resident Assistant (New)</b>	<b>\$5760.00</b>	<b>\$5960.00</b>
<b>Returning Resident Assistant (Returner)</b>	<b>\$6260.00</b>	<b>\$6460.00</b>

### **Miscellaneous**

- ✓ RAs are required to adhere to ASU Food Services policy regarding the purchase of a meal plan. The RA also receives a single room at the lowest housing rate for on campus living. In the event of an emergency situation or if University Housing is in an overflow situation, the RA may receive a roommate. If this situation occurs the RA will be compensated after 30 days of having a roommate. The RA position is the only paid position an RA may hold on campus. Any type of off campus employment must be approved from the RA's supervisor prior to accepting the position.
- ✓ RA employment at ASU is "employment at will." That is, just as you may resign from your employment with ASU at any time and for any reason, ASU may terminate your employment at any time.
- ✓ Other qualifications, duties, and/or requirements may be added to this job description at any time, per the discretion of University Housing.