



**Position Title:** Resident Assistant

**Open Date:** January 14<sup>th</sup>, 2019

**Department:** Housing & Residence Life

**Close Date:** January 20<sup>th</sup>, 2019

**Stipend:** \$350

**Work hours per week:** Approximately 20

Description:

The Resident Assistant (RA) is an undergraduate part-time student staff member of Housing & Residence Life and a member of the University's Office of Campus Life. The RA fulfills a vital role in the residence hall system by helping students integrate learning experiences gained from both inside and outside of the classroom. The primary function of the RA is to facilitate interpersonal relationships and to create living communities that maximize the opportunities for students to learn and grow.

The RA reports to the Community Director (CD) and is expected to work closely with other staff members (other RAs, Desk Coordinator, Desk Receptionists, Housing Staff, Program Associates, etc.) within the building, as well as across campus. Emphasis is placed on the concept that the RA is an active and integral staff member within the total campus community. The RA is in a position of responsibility and leadership that extends beyond the immediate scope of their own floor.

Minimum Requirements:

- Full time enrollment as an undergraduate (minimum 12 credits and a maximum of 17 per semester)
- 30 completed credit hours at start of employment
- Completed 2 semesters of full time undergraduate education by the start of employment; 1 must be completed at time of employment
- 1 semester living in residence at American University
- Cumulative GPA at or above 2.75, and term GPA at or above 2.75 (GPA's must be maintained from the date of application until the date of separation)

Additional Information:

1. This is a 10 month live-in position from August 2019 through May 2019.
2. All Resident Assistants must attend and fully participate in staff training in August and January prior to the start of the academic semester.
  - Monthly in-service training will be developed and implemented during weekly staff meeting times.
3. All Resident Assistants must participate in opening of the residence halls.
4. All Resident Assistants must assist with RA interviews for 2020-2021 selection.
5. After academic commitments, the RA position will be the staff member's first priority. Housing & Residence Life, in consultation with the involved staff member, reserves the right to limit time commitments that may interfere with the RA job performance. Outside commitments include other student leadership/organization positions, second jobs, internships (that are not for academic credit), etc. RAs are permitted to maintain outside commitments of up to 16 hours/week while serving in the RA position. Additional AU employment cannot exceed 7.75 hours per week. Academic student internships are limited to three credits per semester. Due to the conflicting time commitment, RAs are not permitted to be Desk Coordinators. Prior approval is required for participating in other University Leadership Positions (e.g. Orientation Coordinators or Leaders, Student Government). Due to conflicting responsibilities, RAs are not permitted to be elected or appointed members of the Residence Hall Association. RAs will submit in writing and discuss in detail their expected outside commitments before accepting the RA position and throughout the position.

Principal Accountabilities:



## 1. Administration

- Attend weekly staff meetings scheduled from 8:30-10:30pm on Tuesdays.
- Attend bi-weekly one-on-one meetings with supervisor.
- Compile accurate and timely reports for supervisor as requested (Incident Report Forms, weekly reports, incident follow up, etc.).
- Provide duty coverage. RAs are required to perform holiday and break duty coverage (including but not limited to Fall Break, Thanksgiving Break, and Spring Break). Duty will be from 8pm-8am Monday through Sunday, and 8am-8pm on Saturdays and Sundays. Duty will also be required on University holidays and snow days.
- Confront, document, and follow through on violations of published University and Housing and Residence Life policies, regulations, and procedures in an accurate and timely manner.
- Treat information concerning staff and/or students with the utmost confidentiality.
- Serve as a Desk Receptionist for three (3) hours per week without additional compensation.

## 2. Community Facilitation

- Serve as the leader in developing and facilitating an environment on the floor in which students can grow and learn socially as well as academically.
- Advise and/or refer students within the limits of the RA's training and ability concerning academic, personal, and social matters.
- Develop connections with each student living within the community. Be visible and available to residents.
- Serve as a liaison between students and the supervisor.
- Have a working knowledge of the University's facilities, services, and resources.
- Work to promote a sense of tolerance and consideration in the attitudes and behaviors of students living within the community.
- Participate and host a minimum of four (4) weekly office hours on the residence hall floor.

## 3. Role Modeling and Policy Compliance

- Be well versed in, personally abide by, and help enforce University policies including the Housing License Agreement. RAs must also abide by all regulations in federal and local jurisdictions.
- Understand that all actions of an RA (including those engaged outside of the residence hall) are observed by residents, other RAs and staff members. RAs must hold themselves to a higher standard in all actions.

## 4. Facilities/Operations

- Assist in the opening, closing, and staffing of the residence halls at break times.
- Prepare and report maintenance, damage, and policy violations.
- Assist other Housing and Residence Life staff with no-show verification process, vacancy lists, room change, room draw, public area inventories, room inventory forms and other administrative processes as determined by the supervisor.

## 5. Team Member

- Maintain positive relationships with Housing and Residence Life staff members and campus partners.
- Participate in recruitment, selection and training.
- Maintain ongoing communication with supervisor, fellow RAs, and the Housing and Residence Life office by checking staff mail, phone messages, and E-mail messages on a daily basis. RAs are required to utilize their designated AU account for any university related matters.
- Support efforts of front desk staff in creating a safe living environment for the residents.

## 6. Programming

- Plan and implement learning opportunities for residents of the floor/building as required by their supervisor.
- Maintain positive relationships and collaborate with the Residence Hall Association (RHA) floor council representatives, RHA Hall Executive Board members, and other special interest University housing programs and living-learning communities.

## 7. Other duties as assigned

- The nature of the RA position does not allow for all duties to be explicitly described. There will be times when hall staff are requested to assist in an emergency or other unforeseen circumstance. These situations will be presented as thoroughly as possible at the time of need.