



## Resident Assistant Job Description

The purpose of the Resident Assistant (RA) is to support residents as they **live together in safe and welcoming** communities, to **support student learning** both inside and outside of the classroom, and to **facilitate individual development** within a floor community. Additionally, RAs assigned to first year living communities (FYRA) support first year residents as they **experience the transition** to college, **create connections** between students and college resources, and facilitate a **study culture atmosphere** in the residential community. RAs are often the “first responder” for facilities, conduct, behavioral, or medical concerns and emergencies. RAs connect residents to campus resources, faculty, staff, and other students on their floor and in their buildings. RAs support the academic mission of the College through having intentional one-on-one interactions (we call these *summits*) with every resident on the floor, upholding the Student Code of Conduct, and fostering a community environment that is inclusive and supportive. Through summits, RAs work to help residents feel valued and connected while challenging them to think critically, set goals, develop meaningful relationships, and become more self-reflective. These conversations, as well as RAs’ intentional efforts to follow up with residents about their choices after policy violations occur, help residents grow, as well as create a strong connection to the College community.

Resident Assistants in first year communities are resourceful student leaders that enhance their residents’ first year experience by implementing an intentional programming curriculum relevant to the first-year of college, connecting students with college resources and campus community culture, and modeling student involvement and participation in activities. RAs in these communities support the academic mission of the College through hosting group study events and consulting with each resident periodically on a one-to-one level. These RAs foster individual student growth and development in the residence hall community and as such, they assist first-year students as they navigate academic and social transitional challenges. Additionally, the successful RA in a first year community recognizes when a resident has demonstrated growth and celebrates this achievement with the resident through positive and reflective encouragement.

The nature of the job means that successful Resident Assistants are people who genuinely enjoy other people, and must be willing to engage with every student both in their successes and in difficult and uncomfortable circumstances. Successful RAs must be committed to nurturing growth in others, as well as in themselves. This means that RAs must be able to actively self-reflect on their own strengths and limitations, and to be willing to ask for guidance.

A successful Resident Assistant can act calmly and effectively in emergency situations. A successful RA supports all students, regardless of race, religion, sex, sexual orientation, gender identity, or other differences. This is not always easy, and thus RAs must demonstrate non-judgmental, thoughtful, and respectful dialogue and decision-making. RAs should be sensitive and empathetic, concerned not with what happened, but with why things happen and how that event may have impacted those in the community.

A successful Resident Assistant is a member of a building and department staff, and must be able to be a cooperative, reliable, honest, and enthusiastic team member.

A successful Resident Assistant demonstrates leadership on their floor and in the campus community. RAs must role model enthusiasm for community living, thoughtful problem-solving, good judgment, community involvement, commitment to academic excellence, authentic growth, and personal integrity.

A successful Resident Assistant is a full-time, undergraduate student, who has a minimum of a 2.5 GPA, and who has earned at least 28 credits. RAs can only participate in the program for 2 years. In extraordinary circumstances, special permission for a 3<sup>rd</sup> year may be granted by the Director of Residence Life.

The Resident Assistant is a student staff member of the College and is expected to support the mission of the Office of Residence Life and the College at all times. RAs must have their own cell phone that can be used for their work. They will receive a \$10 stipend each month to help offset the cost of the cell phone.

### **Duties:**

*The percentage listed in each category indicates the amount of time you will most likely spend in each area each week, but does not indicate the relative importance of this area. This number is to help you understand the time commitment involved in the position.*

#### *Summits & Programming (20%)*

*RAs will administer summits or hall/building programs as part of their programming requirements. The expectation will vary according to the living community to which RAs are assigned.*

- Summits –
  - Reach out to 100% of floor or area residents both Fall and Spring term. Complete a summit with 75% of residents each term.
  - Complete required reports for each summit. Reports must demonstrate thoughtful self-reflection.
  - Demonstrate strong conversational and motivational interviewing skills. Ask relevant questions during summits and encourage the resident to brainstorm solutions instead of offering the answers. Strategize on best ways to reach out to residents from all backgrounds and adjust interaction style based on the needs of individual residents.
  - Recognize opportunities to follow up on resident concerns and then follow up with residents to connect them with resources, student leadership opportunities, or people with similar interests.
  - Work with supervisors to address needs that arise during summits, and bring any immediate concerns to your supervisor in a timely manner.
- Programs –
  - Either individually or cooperatively, plan, market, and carry out a designated number of programs for your floor or building community each term.
  - Resident Assistants on first year floors participate and engage fully in Welcome Week activities. These include reading and leading a group discussion of the first-year book, assisting with move-in day events, and attending convocation, the McCall Wilderness experience, guest speakers, and other events scheduled during Welcome Week.
  - Resident Assistants on first year floors facilitate intentional programming as outlined by the First Year Residential Curriculum.
- Complete bulletin boards using the established rubric on a rotating schedule.

#### *Nightly and Break Duty (50%)*

- Be present in the building RA Office or other designated location from 8:00 pm to 6:00 am each night of assigned duty. Office hours will vary by building community, but most likely RAs will be in the office from 8:00 pm – midnight.
- Arrive on time or early for your duty shift.
- Forward the office phone to your cell phone for the duration of duty.

- Complete 3 rounds of the building or assigned area each night of duty. On one round you must walk the perimeter of the building.
- While most of duty should take place in the office so that residents know where to get ahold of you, when you are away from the office, post your location on the office door.
- Monitor hall cleanliness while on rounds and use the provided cleaning supplies to address all minor cleanliness issues.
- Submit work orders for any facilities damage you observe while on rounds.
- Complete all logs and administrative tasks assigned by supervisor in a timely manner. Use this time to design and construct bulletin boards, plan and host a program, clean the RA Office, and follow up with student concerns.
- Address quiet hour or other policy violations, or any other concerns that arise while on duty.
- Engage with your community while on rounds and document notable interactions in your duty logs.

#### *Incident Response (5%)*

- Address crisis and emergency situations in a timely manner.
- Confront and document all observed and reported policy violations.
- Use campus resources (professional staff, other RAs, Campus Safety, etc.) to share leadership when confronting incidents.
- Follow all policy and emergency response protocol.
- Demonstrate good judgement, with emphasis on community and individual safety.
- Communicate to professional staff and on-call staff in a timely manner.
- Follow up with residents after conduct/crisis situations in a timely manner.
- Proactively address issues of community safety and well-being even when not on duty, including taking the initiative to approach residents who may be struggling.

#### *Administration & Required Meetings (20%)*

- Arrive on time or early to weekly one-on-ones with your supervisor.
- Actively participate in and attend all staff meetings (typically held on a weeknight from 6:00 – 8:00 pm).
- Attend and participate in other required meetings, including training in August and May, as assigned by your supervisor.
- Email is the official form of communication at the College of Idaho. You must regularly check your College email account, and respond to emails in a timely manner.
- Complete room inventory, no-show, room change, occupancy verification, and other processes in a timely manner.
- Submit work orders for floor and building issues in a timely manner.
- Follow departmental key guidelines, including use of the master key.
- Communicate opening, closing, programming, and other housing information to residents through floor meetings, hand-outs, or other forms of communication.
- Assist with movement of furniture and other equipment as necessary.

#### *Community & Resident Wellbeing (5%)*

- Be actively present on your floor, role-modeling positive academic and community living habits.
- Be visible, available, and approachable to all residents. RAs cannot be absent for more than 2 weekends per month.
- Maintain confidentiality of all student records and interactions.
- Follow up in a timely manner with any residents with whom you are concerned about, or whose name is brought to you by professional staff.
- Encourage students to take responsibility for their own actions.

- Because intimate or romantic encounters and relationships with residents can disrupt the ability for an RA to be an effective role model and community builder, RAs are not allowed to have romantic or intimate relationships with anyone on their floor. If an RA enters into a relationship with a resident in their building, they are required to notify their supervisor. For more information about the College's policy on employee relationships, RAs should follow up with their supervisor or the Director of Residence Life.

In a typical week, most RAs will be on duty for an average of 2 nights. They will spend 8 hours in the RA Office, on rounds, and helping students. RAs will also attend a staff meeting for 2 hours, and a one-on-one meeting with their supervisor for another ½ hour. RAs may spend 1 - 3 hours engaged in summits or other programming. RAs may spend approximately 2 additional hours responding to emergencies or following up with student concerns on their floor. **In total, most RAs will work an average of 12 - 16 hours per week. To support student learning and development, the College does not allow students to work more than 20 hours each week during the school year. Given the hours necessary to be a successful RA, please know that it is difficult to take on another job while participating in the RA program.**

**RAs receive a single room waiver and a \$2000 stipend.**

**For Davis Scholarship recipients:** Davis Scholarship recipients will receive a room waiver for the difference between a double and single room, as a double room is already waived through their scholarship. If selected, Davis Scholarship recipients will use the RA position as their work program position. Their stipend will be made up of their work program funds, paid over 10 months.