

## RESIDENT ASSISTANT

### Job Description

The Resident Assistant (RA) is an important member of the housing staff. He or she is an undergraduate or graduate student who serves a group of 20 to 40 students living in a residence hall. As a staff member and a student, the RA is in a unique position. The RA works as a unifying force for the floor or unit while promoting a sense of community for the floor, the residence hall and the University.

As a staff member of Texas Woman's University, RA's are under the direct supervision of the Hall Director/Residence Director and/or Area Manager. Working together, they support and carry out the objectives, policies, procedures and regulations of Texas Woman's University, the Division of Student Life and the Department of University Housing.

**TWU is an Equal Employment/Affirmative Action Employer.**

### QUALIFICATIONS

**Candidates for the Resident Assistant position should:**

- Possess a motivating interest in working with students in the residence halls.
- Demonstrate qualities of sound judgment, leadership, and effective communication skills.
- Have a cumulative GPA of 2.5 at the time of initial hiring and maintain a semester minimum GPA of 2.3 for the duration of employment.
- Have lived in a TWU residence hall for at least one (1) semester.
- Availability to serve on the staff for two (2) consecutive Fall and Spring semesters or, if hired mid-year the remainder of an academic year.
- Preference will be given to candidates who have completed their First year in college.
- Continued employment is determined by mutual renewable agreement each semester.

### REQUIREMENTS

- An RA may carry an academic course load of a **maximum** 16 hours during each semester of employment. No exception will be granted during the first semester of employment. Any exception for subsequent semesters must be approved in writing by the Area Manager **prior** to registration.
- An RA must maintain a minimum semester grade point average of 2.3 during the period of employment.
- An RA may **not** engage in additional part time work or hold an assistantship while serving as an
- RA without **prior** written approval from the Area Manager and Assistant Director of University Housing.

### REMUNERATION

A private room and meal cash card valued at approximately \$7500.00 is provided for the fall and spring semesters. Additional compensation is provided for RAs who work during the summer terms. In order to be successful in the role, a Resident Assistant is expected to work approximately 20 hours per week when classes are in session.

## **COMMUNITY DEVELOPMENT RESPONSIBILITIES**

- Facilitate activities relative to the specific needs of his/her floor or unit.
- Consistently monitor the needs of the floor through daily contact with individual residents as well as personal and group discussions.
- Initiate weekly activities for the floor. Organize a floor/wing activity at least once a month and assist with hall-wide activities during the semester.
- Encourage residents to contribute ideas for activities and to assist with the organization of activities.
- Attend scheduled floor and hall activities. These activities would include intramural sports, social events, cultural events, educational activities, etc.
- Contact resource people to aid in development of special interest programs; i.e., Counseling Center, University Police, and other faculty/staff on campus.
- Support hall council and RHA by encouraging qualified students to run or volunteer for office and by conducting a floor meeting to elect representatives.
- Communicate regularly with the RHA & Hall Council floor representatives concerning their activities.
- Complete a weekly report of activities and events and return to supervisor at designated time.
- Be available in the residence hall and project an attitude of genuine interest and a desire to listen to residents' concerns.
- Be knowledgeable of referral options within the University (i.e., Counseling Center, Career Planning, Academic Departments), and communicate these to students.
- Discuss all situations of a referral nature with Residence/Hall Director and/or Area Manager.
- Respect the confidentiality of personal situations, which may arise.
- Take part in in-service training and orientation programs throughout the year, with special emphasis on the fall and spring semester workshops.
- Recognize the limits of his/her training and experience as a peer counselor.
- Must be flexible with time in order to be effective on the floor. This necessitates not having time commitments that take you away from the floor for excessive time periods (particularly in the evenings and weekends).

## **ADMINISTRATIVE RESPONSIBILITIES**

- Be available at the desk during assigned hours. Arrive promptly when scheduled to work and dress appropriately.
- Attend and participate in weekly staff meetings.
- Conduct floor meetings to keep residents informed of policies and programs.
- Assist in writing reports and special projects as necessary.
- Maintain contact and good relationships with hall custodial staff.
- The RA is expected to arrive prior to opening and stay after closing in order to assist with operational and administrative functions at the beginning and end of each semester and at vacation periods.
- Assist with RA selection and interview process.

- Serve on Housing and University committees when needed.
- Support, abide by, and enforce University policies and regulations.
- Be available for assigned on-duty evening, nights, weekends and holidays.
- Other duties as assigned by supervisors, Residence/Hall Directors, Area Manager, Assistant Directors and Director of University Housing.