

RESIDENT ASSISTANT

Job Description 2017-2018

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 students living in a residence hall floor or apartment complex. 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/apartment complex and the University.

As a staff member of Texas Woman's University, RA's are under the direct supervision of the Residence Director. 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 & Residence Life.

The RA position requires strong leadership, a significant degree of availability in the residential community, and a significant time commitment. To be successful, a RA must make the position part of his or her lifestyle and have a passion for reaching out and working with fellow students on a daily basis.

TWU is an Equal Employment/Affirmative Action Employer.

QUALIFICATIONS

- Motivated to actively work with students in the residence hall/apartment complex.
- Have lived in a TWU residence hall/apartment complex for at least one (1) semester.
- Demonstrate qualities of sound judgment, leadership, and effective communication skills.
- Availability to serve on the staff for two (2) consecutive semesters fall and spring, or, if hired mid-year the remainder of an academic year.
- Have a cumulative GPA of 2.75 at the time of application. Individuals selected for the Resident Assistant position must maintain a cumulative GPA of 2.75 through the end of Spring Semester. In the event that an individual who is selected for the RA position has his or her cumulative GPA drop below the required GPA at the end of the Spring Quarter, that individual will immediately have the offer of employment withdrawn.
- Preference will be given to candidates who have completed one year in college.

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 Associate Director for Residence Life & Business Affairs **prior** to registration.
- An RA must maintain a minimum semester grade point average of 2.75 during the period of employment.
- An RA must be available to attend staff meetings weekly at the pre-determined joint staff meeting time for all RAs. RAs must schedule classes around this pre-determined time to ensure availability at staff meeting. The joint staff meeting time will be determined before registration for the following semester.
- An RA must be available to be on campus to serve on-duty evenings, nights, weekends and holidays including break periods when the University is closed including Thanksgiving, Winter Break & Spring Break.
- An RA may **not** engage in additional part time work, student teaching, internship or hold an assistantship while serving as an RA without **prior** written approval from the Associate Director for Residence Life & Business Affairs. If approved for additional work, the RA may not work more than ten (10) hours at additional work.

- An RA may not hold an officer position with Community Council and Residence Hall Association

REMUNERATION

RAs in Guinn, Jones and Stark hall will receive a room and meal card (all dining dollars) valued at \$1200 per fall and spring semesters. RAs in Lowry and Select apartments will receive a room and meal card (all dining dollars) valued at \$500 per fall and spring semesters. Resident Assistants are not guaranteed a private room. In order to be successful in this 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, Department of Public Safety, and other faculty/staff on campus.
- Support hall council and RHA by encouraging qualified students to run or volunteer for office
- 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 Director.
- Respect the confidentiality of personal situations, which may arise.
- Take part in in-service training and orientation programs throughout the year.
- 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).
- Reside in your assigned RA room and maintain a high degree of availability and accessibility.

ADMINISTRATIVE RESPONSIBILITIES

- Be available at the desk during assigned hours. Arrive promptly when scheduled to work and dress appropriately (as detailed in the RA manual)
- Attend and participate in weekly staff meetings. Staff meetings will be at a pre-determined time for all RA.
- 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.
- Document behavioral infractions and complete related student conduct paperwork in a timely manner.
- Post flyers/information, take down old information, and deliver priority and non-priority resident mail and information.
- Be available for assigned on-duty evenings, nights, weekends and holidays including break periods when University is closed including Thanksgiving, Winter Break & Spring Break.
- Be available up to 24 hours after Fall semester closing and 48 hours after Spring Semester closing to assist with administrative tasks, check outs and summer check-in.
- Other duties as assigned by supervisors, Residence Directors, Assistant Directors, Associate Director and Director of University Housing.

GENERAL UNDERSTANDING

- RAs will be assigned to a residential community as determined by the Department of University Housing.
- RAs will be expected to remain in good academic and judicial standing with DOUH and the University at all times.
- While supervisors will work with staff members as they juggle an approved second job, it will be expected that there will be no scheduling, time commitment or job concerns resulting from secondary employment and/or student teaching, internships, nursing clinical or extracurricular activities.
- Upon leaving the RA position, the RA will not be allowed to reside in the same community in which s/he was employed.
- The term for the RA contract is for one academic year and reinstatement for the following year is not automatic.
- Pre-academic year RA training generally takes place for the entire two weeks prior to the start of fall classes