Resident Assistant Job Description

Job Title: Resident Assistant
Reporting to: Coordinator, Assistant Director
Compensation: Free housing, utilities included, stipend of $500/semester
Location: Department of Residence Life

Purpose of the Resident Assistant Position:
Resident Assistants, in collaboration with other residence hall staff, are responsible for the general welfare of students living in assigned areas. They are responsible for fostering a cooperative and considerate educational community environment that contributes to the academic success and personal growth of each resident. Called upon to respond to changing needs and situations, the RA position is one that requires flexibility, adaptability, enthusiasm, and commitment, as well as strong administrative and peer counseling skills. A fundamental element of the RA position is the role model standard and at all times, Resident Assistants must exhibit exemplary levels of maturity, responsibility, judgment, conduct, and scholarship. As employees of the Division of Student Engagement and Success and Department of Residence Life, RAs are also responsible for supporting and pursuing the goals and objectives of these offices as well as the mission of the University. The areas of responsibilities listed below are representative of the major expectations of the RA.

Responsibilities and Duties:
Community and Student Development
- Counsel residents regarding personal and academic concerns.
- Design and implement programming experiences for floor members that enhance the social, educational, community, and personal development of residents and connects them to the floor, living-learning community (if applicable), building, and university community.
- Assist residents in their adjustment to roommate and community living.
- Show interest in residents’ personal activities. Find ways to relate to residents based on their interests, establishing effective communication through listening, responsiveness, openness, availability, and approachability.
- Maintain approachability and availability by spending time on the unit interacting regularly with residents.
- Respond to personal crises and emergencies of residents with promptness, dependability, and in a manner that shows care and consideration for individual needs and differences.

Administrative
- Assist with the opening and closing of the resident halls each semester, requiring time prior to the beginning of semester courses and time following the completion of these courses.
- Assist with the daily operational procedures: check-ins, check-outs, room changes, lock-outs
- Receive and promptly process requests for maintenance repairs and custodial needs received from residents.
- Assess the physical condition of rooms before and after occupancy, preparing and filing the appropriate form with the immediate supervisor in a timely fashion.
- Interpret and disseminate to the residents information/directives from supervisor and Department of Residence Life
- Complete Office Hours/Desk Hours as assigned by supervisor
- Assist in special events where Department of Residence Life plays an important role (e.g., Welcome Week, Homecoming, Housing Sign Up, etc.).

Student Conduct and Crisis Management
- Role model positive behavior consistent with community expectations and University and Departmental policies, including, but not limited to those found in the Residence Life Policies and Procedures Handbook and The Weathervane
Serve on a duty rotation for your staff and/or community that includes periodic checks of assigned area, remove flyers and signs, assist students with various problems (e.g., lock-outs, etc.). Additional duty assignments may be required at other times (i.e., Move-in weekend, emergencies, break periods, and other special occasions). Specific duty responsibilities are determined by immediate supervisor.

Recognize and respond promptly to individual crises and discipline matters through appropriate referral channels and conduct processes.

Inform residents of University and Department policies and the associated rationale, especially related to safety and security processes.

Maintain confidentiality with regards to policy violations and student behavioral concerns

### Staff Responsibilities

- Attend and actively participate in all staff trainings, including, but not limited to Fall Training (2 weeks prior to the start of classes), Spring Training, and Monthly-In-service meetings.
- Attend and actively participate in staff meetings as required by immediate supervisor
- Develop a positive and productive working relationship with Department of Residence Life Staff
- Participate in the evaluation process for all staff.
- Participate in the recruitment, selection, and training of new staff members.
- Demonstrate respect and support for university policy, professional staff, support staff, and fellow University community members.

### Evaluation Process

Resident Assistants are evaluated formally and informally through ongoing feedback from their supervisor. It is expected that at this level of frequent communication between the Resident Assistant and their immediate supervisor will enhance the overall relationship, resulting in an atmosphere of ongoing trust and honest feedback. Resident Assistants will be formally evaluated twice during the year by their supervisor. The formal evaluation process is included to promote self-understanding and growth. Accordingly, the Resident Assistant is expected to participate actively.

### Expectations:

- Prior to and during the period of their employment, Resident Assistants must maintain a cumulative grade point average of 2.5 or above. Resident Assistants whose GPA falls below the stated minimum may be placed on probationary status for one semester in order to achieve the required minimum, or released at the end of the semester.
- Must be enrolled as a full-time student at Georgia Southwestern State University
- Must be willing to live in the hall and on the floor assigned to by the Department of Residence Life.
- Must serve the entire length of the employment period beginning with the first day of fall training (two weeks prior to Move In Day) and concluding the four days after spring graduation
- Must work and log no less than 20 hours for Residence Life per two-week pay period and adhere to University and federal policies concerning the maximum number of hours students may work on campus
- Must spend an appropriate amount of weekends on campus
- Must adhere to all Residence Life and University Student Conduct policies
- Must have the ability to manage time and stress effectively

### Physical Demands:

- Ability to lift 25lbs
- Ability to walk throughout assigned areas during duty rounds