Resident Assistant Job Description 2015-2016

REPORTS TO: Residence Director & Director of Residence Life and Housing

Qualifications:
- A minimum 2.5 cumulative Grade Point Average (GPA). Once on staff, RA must maintain a minimum semester GPA of 2.5 every semester he/she is employed in the RA position.
- Adhered to all College policies and procedures. Student may not be on any judicial or academic probation currently at Regis College
- Support the Office of Residence Life & Housing and Office of Student Affair's mission and the mission of the College.
- Successfully complete CC101: Community Leadership Development; a one-credit co-curricular course.
- Prepared to fulfill all RA duties, responsibilities, and expectations as outlined in the job description and as explained to an RA by his/her supervisor.

Benefits:
- Single room
- Stipend
- Competitive position that provides leadership development and hands on experience working for the Office of Student Affairs.

JOB RESPONSIBILITIES (Include but are not limited to):

Community Development:
- Arrive prior to the beginning of each semester to prepare the residence halls for the arrival of students.
- Actively initiate contact with students to develop a rapport with each resident and create a floor community.
- Develop programs conducive to the interests, growth, and development of the hall and support of the educational objectives of the College.
- Participate in all campus-wide programming events.
- Maintain bulletin boards, door decs, and flyers on assigned floor or wing
- Notify supervisor if planning to be away from the floor for more than 48 hours.
- Successfully complete CC101: Community Leadership Development; a one-credit co-curricular course.

Student Development:
- Be available to residents on an on-going basis
- Work with his/her supervisor in identifying and meeting his/her residents' needs.
- Support residents with personal and/or community concerns, and make referrals as necessary to my supervisor(s) and the appropriate resources.
- Disseminate information regarding Regis College events, issues, or concerns through individual interaction, postings, and floor meetings to students.
• Participate actively in all required programs and training sessions, including but not limited to: August Training, All-Staff Meetings, and Winter Training.

**Policy Enforcement and Crisis Intervention:**

• Encourage and assist residents in understanding and abiding by the Regis College Student Handbook and Code of Conduct.
• Serve as a role model by abiding by all College and the Office of Residence Life and Housing policies at all times.
• Respond to negative or inappropriate behavior, as well as any violation of policies, in the community and document, as necessary.
• Communicate all problems to Residence Director in a timely fashion.
• Respond immediately to crisis situations according to the RA Manual and Divisional Standard Operating Procedure. Under no circumstances, however, will a Resident Assistant respond in a manner that would put him/her in danger.
• Cover duty, remaining in hall from 8PM until 8AM, in assigned residence hall as directed by supervisor(s).

**Administrative Duties:**

• Assist with residence hall openings; including greeting and checking-in students, and any other duties as assigned.
• Assist with residence hall closings; including checking all rooms and ensuring all students have left the building, and any other duties as assigned.
• Attend residence hall staff meetings, any All-Staff meetings and meet weekly with supervisor(s) for one-on-one meetings.
• Assume responsibility for duty keys and follow key procedures at all times.
• Complete all administrative work including, nightly duty logs, incident reports, housing reports, program proposals and evaluations, and weekly reports, as required by my supervisor(s).

**Other Duties as Assigned:**

• The Office of Residence Life and Housing reserves the right to require, in cases of emergency or special event, additional duties as needed.

**Evaluations:**

• Will be evaluated by supervisor(s) and residents. These evaluations will be included in the RA’S employment file and will be used in considering for the RA’s rehiring.
• Will be placed on probation or terminated for any of the above-mentioned violations of College and departmental policy or failure to perform RA duties, in part or in whole, following the procedures outlined after this job description. Understand any violations of policy and/or failure to perform duties will also be considered in future RA selection processes.

Print Name:  ________________________________________________________

Signature:  ________________________________________________________