Senior Resident Assistant Job Description 2015-2016

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

Qualifications:
- Has been a Resident Assistant in good standing at Regis College for at least one academic year.
- A minimum 3.0 cumulative Grade Point Average (GPA). Once on staff, I will maintain a minimum semester GPA of 3.0 every semester I am employed in the SRA 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.
- Prepared to fulfill all RA duties, responsibilities, and expectations as outlined in the job description and as explained to an RA by her supervisor.
- Successfully complete CC101: Community Leadership Development; a one-credit co-curricular course.

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

SENIOR RESIDENT ASSISTANT JOB RESPONSIBILITIES (Include but are not limited to):

- Role model to residents and RA staff and, as such, are expected to abide by the rules and regulations of the College, and of their individual living environment. Be aware of the impact that an SRA’s behavior plays in matters of rights and responsibilities.
- Advise their community’s hall council
- Serve on the RA Council, which meets monthly with the professional staff to discuss issues pertaining to campus life.
- Organize community newsletter or other means of communicating area programs and highlights to residents as determined by the Residence Director of the area.
- Take active part in facilitating the different RA trainings throughout the year including summer, winter, and the RA class
- Organize one staff development/team builder per month in assigned building.
- Hold staff meeting(s) in the absence of Residence Director.
- Support College and Division Wide Events as coordinated/assigned.
GENERAL 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 my supervisor in identifying and meeting my 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.