



## RESIDENT ADVISOR POSITION DESCRIPTION

Resident Advisors help build healthy and inclusive residential communities that complement and extend classroom learning. RAs are expected to create intellectually active residential environments that enhance personal growth and support the academic mission of The College. To do so requires much energy, self-discipline and control, the ability to observe keenly and accurately, knowledge of campus resources, and strong communication and interpersonal skills.

### Community Development Responsibilities

1. *Encouraging a positive social environment:* A leader in the residential community, the RA promotes personal growth and group interaction by creating a positive living and learning environment. The RA's effectiveness depends on their ability to establish an adult-to-adult relationship with the residents. The RA creates this relationship by getting to know each resident and by being available and visible. Interacting in a mature and healthy way with each resident, the RA serves as a model for productive relationships among residents and between residents and other members of The College community.
2. *Creating an inclusive and respectful environment:* Through actions and words, RAs demonstrate respect for all individuals and groups. They advance the dignity of all people, including those of different races, ethnicities, genders, religions, abilities, and sexual orientations. RAs also confront acts of intolerance and promote growth and understanding.
3. *Fostering intellectual growth:* RAs engage residents in an intellectually active life by promoting thoughtful, reasoned and spirited discourse on a broad range of issues. Further, they bring formal discussions into the residence halls by coordinating programs involving faculty/staff, graduate students, outside speakers, community leaders and fellow undergraduates.
4. *Programming:* RAs will engage the Residential Life community by following the programming model and fulfilling all requirements by the end of each semester and as instructed by supervisor.
5. *Bulletin Boards/Door Decs:* RAs will enhance information sharing and community development by completing bulletin boards and door decorations for residents, as instructed by supervisor.
6. *Leadership:* RAs support the development of leadership skills among the residents by informing them of and encouraging them to pursue leadership opportunities within the residence halls and across campus.

### Support and Referral Responsibilities

1. *Counseling and Advising:* To address students' personal, social and academic concerns, the RA will actively listen, seek appropriate consultation and make necessary referrals. The RA will support the CARE program. The RA must be aware of campus resources, for the RA's role is paraprofessional and not professional.
2. *On-call/Emergency Resource:* The RA participates in a rotating on-call duty for a designated area of campus as specified by Residential Life. With a working knowledge of protocols and procedures, the RA assists students, staff and University personnel in resolving emergency situations.
3. *Behavioral Problems:* RAs assist students in developing an understanding of expectations and behavioral standards appropriate to group living in an academic institution. When necessary and appropriate, the RA confronts individuals and documents behavior that is unacceptable or in violation of the Code of Student Conduct or Residential Life rules and expectations.
4. *Confidential Information:* RAs encounter sensitive and confidential student information through their job responsibilities. RAs are required to consult with their direct supervisor and report any concerns to appropriate authority. It is our expectation that staff will not share a student's private or confidential information with any individuals except for the supervisory staff.

## **Training and Administrative Responsibilities**

1. *Meeting and Communication:* On a day-to-day basis, RAs work with other RAs and their immediate supervisor to form a staff team. RAs attend mandatory weekly staff meetings, maintain open and frequent communication with their supervisor, and transmit and interpret information from University offices and programs to the students. Additionally, RAs are expected to attend periodic individual supervisory meetings as scheduled.
2. *Staff Development:* RAs participate in fall, mid-year, and in-service training programs, and maintain liaison relationships with University departments and programs.
3. *Policy:* RAs are responsible for knowing, supporting, and enforcing Residential Life and University policies.
4. *Administrative Functions:* RAs have key administrative functions, including but not limited to check-in/out; participation in all levels of staff recruitment and selection; completion of programming and incident/behavioral reports; maintenance reports; and support of Departmental occupancy functions including room selection, room change, and occupancy verification processes. In general, RAs are the FIRST TO RETURN AND THE LAST TO LEAVE when the residence halls are open, often resulting in slightly shorter break periods than other students.
5. *Additional Duties:* RAs perform other job-related responsibilities as requested by the immediate supervisor, Assistant Director or other Residential Life staff.

## **Performance Evaluation**

RAs will be provided with ongoing feedback and evaluation on their performance in the position. Assessment is based on a number of factors including, not limited to, self-reflection, resident feedback, and supervisor observation. Formal evaluations are conducted twice per academic year. Recommendations for re-hire are based on staff evaluations.

## **Staff Disciplinary Action**

RAs may be placed on work disciplinary action at any time during the contract period based on unsatisfactory performance of the duties and responsibilities, including those duties and responsibilities outlined in the contract and the RA position description. There are four levels of discipline: *Verbal Warning*, *Written Warning*, *Probation*, and *Termination*. Depending on the severity of the performance problem, RAs may be placed on probation, or their contract may be terminated without progressive discipline. When an RA's contract is terminated, the RA immediately loses all of the benefits described in the contract and job description including compensation and placement in an RA room. The RA has the right to appeal any disciplinary decision by submitting their request for appeal to the Assistant Director in their area for the following appeals: Verbal Warning, Written Warning, and Probation. Requests for appeal of termination must be submitted to the Director of Undergraduate Residential Life.

## **Contract Renewal**

The Resident Advisor contract is for the contract dates only, and does not guarantee renewal for subsequent academic terms. All staff members seeking to return to the RA position must complete the annual re-application process. Resident Directors or Assistant Directors determine reappointment, contingent upon the staff member's continued ability to meet all qualifications, successful completion of tasks, satisfactory performance evaluations by their supervisor, and demonstrated growth in the position.

## **Supervisor Expectations**

In addition to the Resident Advisor Contract, Job Description, Key Dates, the RA is also accountable to direct Supervisor Expectations which may vary by staff team and area.