



Office of Residence Life

Resident Assistant (RA) Job Description

Employed by the Office of Student Affairs and reporting to the director of residence life through the direct supervision of a resident director, resident assistants (RAs) are returning students who have distinguished themselves through their leadership abilities, interpersonal skills, and desire to assist their fellow students. As peers, these students not only provide a source of basic information, referral help, and a model of successful adjustment to college living but also serve as sensitive, motivating forces to provide the structure and experience that will promote student development. To that end, RAs participate in an extensive and continuous training program that prepares them for the many different roles and responsibilities they hold: helper, problem-solver, program planner, campus liaison, policy enforcer, mediator, and role model. RAs live on the floors and will work to promote a positive living-learning environment in the halls and campus houses, develop a sense of community amongst their residents, and respond to the various collective and individual needs, issues, or concerns of their community members. Their efforts target the developmental needs and transitional issues of their residents.

POSITION REQUIREMENTS

Community Development and Programming

1. Plan and implement the ResLife Curriculum and requirements.
 - a. Hall and Floor Programming
 - b. Monthly Bulletin Boards and Semester Door Decs
 - c. Intentional Conversations
2. Complete duty rounds every two hours when on-call during the semester.
 - a. RAs will be on duty from 8:00 PM through 8:00 AM.
 - i. Thursdays: duty rounds will be 8:00 PM through 12:00 AM.
 - ii. Fridays/Saturdays: duty rounds will be 8:00 PM through 2:00 AM.
 - b. RAs will also be on call on special occasions such as:
 - i. Sunday before Labor Day 8:00PM through 8:00 AM.
 - ii. Finals week Sunday-Thursday 8:00 PM through 8:00 AM
3. Complete 6-10 open door hours per week.
 - a. Hours are to be posted outside of students' room.
 - b. Resident Director must be notified if hours change.

Administrative Responsibilities

1. Attend weekly staff meetings.
2. Attend bi-weekly one-on-one meetings with Resident Director.
3. Complete weekly reports in D2L.
4. Complete duty logs via the designated process upon conclusion of each duty round.
5. Submit documentation reports within 24 hours of an incident.
6. Attend and assist in facilitation of floor and building meetings throughout the academic year.
7. Check your assigned University of Mount Union e-mail account daily.
8. Complete the check-in and check-out processes as directed by the Resident Directors and Office of Residence Life.
9. Assist with hall-specific occupancy administrative tasks.

Staff Travel & Time Away from Campus

1. Half of the staff must be always present in each hall.
2. Staff are to be present in their assigned hall prior to 2:00 AM; otherwise, it is considered a night of travel.
3. Staff are allotted four nights of travel each month.
4. Submit travel requests at least 7 days in advance to your Resident Director.

Training and Development

1. Attend and participate in the entirety of student staff fall training prior to the start of the fall classes (training dates are listed below).
2. Attend and participate in Winter Workshop training prior to the beginning of spring semester.
3. Attend and participate in student staff training and preparation during spring semester.
4. Attend and participate in All Staff meetings.
5. Complete assigned evaluations for training modules and job performance assessment.
6. In the event of an academic or athletic conflict, attend scheduled make-up training as instructed.

Additional Responsibilities

1. Maintain a consistent presence within assigned residence hall building(s).
2. Foster a positive living and learning environment conducive to building a strong and connected community amongst your residents.
3. Follow-up with work orders and housekeeping issues.
4. Assist in mediating roommate conflicts and facilitating peer counseling.
5. Address policy violations if observed or made aware of in any residential part of campus.
6. Provide crisis intervention as needed.
7. Serve as a resource of information for campus offices and services provided for students.
8. Assist the Office with recruitment efforts in hiring new staff members.
9. Perform additional duties as assigned by the Office of Residence Life and Resident Directors.

STANDARDS OF BEHAVIOR

Resident Assistants (RA) represent the Office of Residence Life and the University of Mount Union. RAs must display a positive attitude toward the position and its expectations. RAs will support the decisions made by the Office of Residence Life and the Student Affairs Office. RAs will serve as role models on and off campus. Furthermore, employment expectations regarding these standards of behavior will begin the date the student accepts an offer of a position from the Office of Residence Life. RAs must abide by all federal and Ohio state laws and policies of the University and the Office of Residence Life.

A. Alcohol and Drug Behavior

1. If you're 21 years or older:
 - a. Do not consume alcohol prior to or while on duty, facilitating programs, and participating in staff training and development activities.
 - b. Do not use illegal substances or drugs.
 - c. Abide by all laws and policies related to alcohol and drug use.
2. If you're under 21 years:
 - a. Do not consume alcohol at any time.
 - b. Do not use illegal substances or drugs.
 - c. Abide by all laws and policies related to alcohol and drug use.

B. Campus Policies

1. RAs will behave in accordance with all University policies and the Student Code of Conduct.

C. Social Media

1. RAs will abide by the University's social media policy.
2. Should RAs participate in online social media, the Office of Residence Life prohibits student staff members from posting information and/or media which would violate or be perceived as violating the University's policies, mission, and/or goals or the privacy of their residents.

D. Confidentiality

1. As an RA, student staff members will have access to confidential information both verbal and written. RAs must maintain appropriate confidentiality of all records, conversations, and documents related to the University in any capacity.

E. Academics

1. RAs must maintain a cumulative GPA of 2.3 or higher.
2. Should the individual semester GPA fall below a 2.3, the RA will be placed on academic probation by the Office of Residence Life for the next consecutive semester. If the RA does not attain a 2.3 GPA in the semester in which they are on probation, the RA may be terminated from the position.

COMPENSATION AND BENEFITS

Those hired for the position will receive the following:

- Extensive leadership training and opportunities for personal growth
- The cost of your room on campus will be waived. (Please note that you are still required to purchase a meal plan).
- Stipend of \$250, payable over 8 months (September-December & February-May)

2024-2025 REQUIRED DATES:

Below is a list of tentative dates for the 2024-2025 school year. Please carefully review these dates before applying.

Spring Kick-Off: April 28 – A meeting so you can receive your staff placement, meet your fellow staff members and learn about your future as an RA!

Fall Training: Sunday, August 11- Friday, August 23 – training is all day every day, so please do not plan other things during this time.

All Staff Meetings: These are typically held monthly during the academic year on Sundays.

Professional Development Opportunity: NEOHO Conference, typically the last Saturday of January or first Saturday of February.

Winter Workshop: January 11 & 12 - Saturday & Sunday before Spring semester classes begin.