

Resident Assistant Job Description

The Resident Assistant (RA) is a member of the Residential Education staff. RAs report directly to an Area Coordinator or Resident Director. The major responsibilities of the position are to assist students in ways that will enhance their personal growth and development during their time in the residence halls. RAs serve as positive role models, resources, and leaders for other students. They are also responsible for enforcing college policies and regulations, helping to maintain a safe environment, and developing an atmosphere conducive to learning. Specific responsibilities include:

HALL COMMUNITY BUILDING AND COUNSELING

- Initiate contact with all floor residents on a regular basis. Know all names and establish relationships with each resident.
- Be available frequently and regularly, and be receptive to students seeking assistance with personal or academic problems. Be visible and maintain a presence in the residence hall.
- Help to foster mutual respect and consideration among students on the floor and in the entire residence hall.
- Encourage responsible use and respect for College property.
- Work as a catalyst with students to help solve individual and/or group conflicts.
- Be an effective communicating agent between students and encourage student contact with Residential Education Staff, Faculty, and Administrators.
- Serve as a resource person.
 - Provide campus activity information.
 - Keep bulletin boards up to date with appropriate information,
 - Know the campus and have accurate facts.
- Refer students to appropriate offices and personnel when necessary.
- Set a positive example for residents in personal, academic, and social behaviors.
- Because of the nature of the RA job, Residential and Citizenship Education encourages RAs not to become romantically involved with their own residents. Residential and Citizenship Education reserves the right to move RAs, or residents, or to be proactive if this is a problem.

THE ADMINISTRATIVE ROLE

- Make ethical decisions, and adhere to department confidentiality. You will be exposed to information that cannot be shared with other residents.
- Work with other residence hall staff; set goals for the residence area.
- Participate in scheduled training sessions: Spring, Fall, Winter, and In-Service training year round. New Resident Assistants will be required to attend the NEOHO Mike Corr RA Conference in late January/early February.
- Contribute to total staff cohesion by supporting and communicating with staff members.
- Participate in weekly hall staff meetings with their Area Coordinator or Resident Director.
- Plan and conduct monthly community floor meetings to share information with residents.
- Report damages, needed repairs, and recommended hall improvements to Area Coordinator or Resident Director in a timely manner. Follow up to ensure completion.
- Inform residents of emergency procedures.
- Assist with the opening and closing of the Residence Halls. RAs must be present in the Halls prior to opening and stay past official closing dates. This includes RAs that have received permission to go on a three-week trip. Any RA without written permission from the Assistant Director or Director of Residential Education to miss closing will lose their last paycheck and will be billed for one month of housing. Graduating seniors are exempt from helping with closing.
- Assist with duty coverage over Fall break, Fall term break, Spring Break, and Spring Term Break.

- Participate in the Residence Hall duty schedule.
 - While on duty, RAs make rounds of the entire Residence Hall. RA should be checking in with residents, hosting conversations, as well as checking doors, lights, stoves, and fire extinguishers. The RA has responsibility for the entire Residence Hall and is expected to deal with emergencies, problems, provide information, and handle requests from residents and guests.
- Exercise responsible use of administrative keys: Office, Master Keys, etc.

RESIDENCE HALL SOCIAL/EDUCATIONAL PROGRAMMING

- In cooperation with Residential Education staff, plan and implement a variety of programs which broaden student experiences and awareness. Program, Bulletin Board, and Door tag requirements are outlined in the RA manual.
- Promote student-faculty interaction through involvement in Residence Hall programs and activities.
- Encourage floor members to accept responsibility for floor programs and activities.
- Show interest and encourage others to attend/participate in college events.

THE ENFORCEMENT OF COLLEGE POLICIES

- Personally abide by all policies and regulations of Hiram College.
- Ensure that students understand policies of the College.
- Consistently enforce all Residence Hall policies across campus.
- Promptly complete incident report forms when necessary and keep the professional staff up to date on all difficult situations.

THE CONDITIONS FOR EMPLOYMENT

- RAs must be in good academic standing (2.5 GPA cumulative) and achieve at least a 2.5 GPA each semester.
- The RA position will take first priority over all extra-curricular activities.
- Academic credit hours are limited to 16 per semester, unless otherwise approved by the Assistant Director of Residential and Education.
- On and off campus employment, as well as other extra-curricular activities while classes are in session, must be approved by Area Coordinator or Resident Director.
- RAs must be on campus for each 12-week term. RAs may be gone during the 3-week term at the discretion of their supervisor. RAs wishing to receive permission are to fill out a three-week waiver form available from the Area Coordinator or Resident Director.
- Time off: No more than eight days per semester, or at the discretion of the supervisor. All leave must be approved by the supervisor.
- Other duties as assigned by the supervisor and/or at the direction of the Office of Residential and Citizenship Education.
- The Resident Assistant Agreement is for one year only. Employment for the following year is dependent on the RAs performance from the previous year and is at the discretion of the Residential Education staff.
- In the event that a staff member faces job disciplinary action, the Resident Assistant Employment procedures shall be adhered to.

COMPENSATION/BENEFITS

- Free Room (including laundry, cable, wireless internet)
- Free Parking
- Monthly Stipend:
 - NEW: \$900 Stipend over 9 months
 - RETURNERS: \$990 Stipend over 9 months