

## RESIDENT ASSISTANT POSITION DESCRIPTION

The Resident Assistant (RA) position is a unique leadership opportunity for students to meaningfully contribute to the residential community at Columbia College. In their work, RAs serve as resources, community builders, administrators, role models, and peer educators with our residents. As members of a residence hall team, RAs work collaboratively with departmental staff to create a vital and engaged community. Together, the residence hall team provides programs and services that support the mission, vision and values of the Department of Residential Life. With the goal of creating transformative living environments in the residence halls, RAs are responsible for building and facilitating a positive and effective community. The RA is a member of the Department of Residential Life team and reports directly to hall leadership.

### **Role Model and Student Leader**

RAs uphold and adhere to all residence hall and College policies outlined in the Residential Life Handbook at all times. RAs uphold Columbia College mission as well as incorporate the departmental vision, mission, and values into their work. RAs serve as positive role models for all students by demonstrating appropriate and mature behavior both inside and outside the residence hall communities. RAs provide leadership to residents and help to create and maintain an accepting and respectful community atmosphere that stimulates student learning and development for everyone in the community. RAs enforce college policies, confront student behavior, and document student behavior and/or situations when necessary.

### **Student Resource**

The RA is a primary resource for residents and must be familiar with the operations, programs, and services provided by the Department of Residential Life, Student Affairs, and other College departments. RAs establish rapport with residents on their floor or community through attentive listening, genuine care and support, awareness of student needs, and appropriate consultation and referral. RAs need to demonstrate effective written and oral communication skills. RAs must be available and able to respond to emergency situations that include psychological, physical, maintenance, and natural/environmental crises.

### **Community and Student Developer**

RAs promote community and student development in their residential community through social and educational programming as outlined by the Department of Residential Life. The programmatic goal is to create a dynamic, healthy and inclusive residential community that engages students in active learning. RAs are expected to plan and implement high-quality educational programs each semester and contribute to larger hall and campus programming efforts that foster campus traditions. RAs facilitate an open and welcoming community by providing well-presented and up-to-date bulletin boards.

### **Team Member**

As a member of the Department of Residential Life, it is vital that each RA actively contributes to team meetings, hall programs, and department-wide programs and processes. It is necessary for RAs to work closely with peer RAs, other student leaders in the Department of Residential Life, and hall leadership to establish proper communication, consistency, efficiency, and support. To adequately balance academic demands with the duties and responsibilities of this position, RAs are expected to limit outside involvement (e.g. student organizations, employment, internships).

### **Administrator**

There are departmental forms and reports aligned with various functions of the RA position that must be completed in a timely and thorough manner. RAs are required to be on duty one or more nights per week, attend mandatory hall team meetings, and weekly one-on-one meetings with a direct supervisor. RAs also assist the department in coordinating campus-wide processes such as RA selection and training, survey administration, room selection, and residence hall opening and closing, etc. RAs disseminate information to their residents via verbal communication as well as through email, signs, and posters on behalf of the Department of Residential Life.

## RESIDENT ASSISTANT EXPECTATIONS AND REQUIREMENTS

### RA Minimum Qualifications

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- To facilitate the community living experience, RAs must live in the residence hall assignment provided by the Department of Residential Life for the duration of their appointment.
- RAs must have a 2.5 cumulative GPA at the time of application and maintain a 2.5 cumulative and semester GPA for the duration of their appointment.
- The RA must be a full-time registered student (undergraduates must enroll in no more than 18 and no less than 12 credit hours per semester; graduates must enroll in 9 credit hours per semester), with no more than one evening class (that continues past 7:00 pm) per week each semester.
- RAs must remain in good standing with the Department and College, including no significant or recent student conduct history.
- RAs must successfully pass a criminal background check conducted in conjunction with the Human Resources office.

### Community and Student Developer

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- The RA helps to create and maintain a friendly, respectful, and accepting atmosphere that stimulates academic and personal growth for everyone in the community.
- RAs are expected to become acquainted with all residents in their designated community. They should maintain contact with each resident in order to promote personal well-being and facilitate community development.
- The RA serves as a primary resource for residents and should be familiar with the services and opportunities provided by Residential Life, Student Affairs, and other college departments and offices.
- The RA will be attuned to the personal and social needs of residents. They will refer to their direct supervisor, when necessary, those students needing additional assistance beyond the scope of an RA.
- The RA is responsible for abiding by, upholding and enforcing all residence hall and college policies.
- The RA will be knowledgeable of and able to interpret and communicate residence hall and college policies to residents.

### Role Model and Student Leader

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- The RA will serve as positive role models for all students. This includes but is not limited to modeling appropriate and mature behavior both on and off campus as well as via digital and social media.
- As members of the Department of Residential Life team, RAs are expected to support the vision, mission, values, philosophies, and goals of the department.
- The RA is expected to abide by all residence hall policies, college policies and Residential Life team expectations as described and provided in training sessions, the RA Manual, and through supervision.

### Duty and Crisis Response

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- RAs will respond to emergency and non-emergency situations and contact the appropriate staff for assistance as necessary and as directed.
- RAs will participate in a rotational duty schedule, which will require that they serve on-duty for multiple nights a month (including weekends).
- RAs will assist in providing duty coverage during academic breaks and holidays when the college is closed.
- RAs are expected to adhere to duty protocols and procedures as described and provided in training sessions, the RA Manual, and through supervision.

### Community Engagement

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- The RA plans, publicizes, implements, and evaluates educational and social programs for residents.
- The RA will follow all requirements as outlined in the *Programming Model*. RAs will receive the *Programming Model* including the corresponding expectations, during training.
- RAs will facilitate roommate agreements at the beginning of each semester and will facilitate conversations when roommate conflicts arise. RAs will keep supervisors informed of situations with roommates in their community.

- RAs should be visible, approachable and regularly available to their residents and floor community.
- The RA will organize and facilitate community meetings to discuss issues, plan activities, and share information.

### **Collaboration as a Team Member**

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- RAs are expected to maintain good communication with their peer RAs and other residential life student leaders regarding community issues, activities and development.
- RAs should involve and work collaboratively with other departmental student leaders (FYM, Office Assistance and RHA) in the pursuit of fostering community.
- RAs should initiate and maintain awareness of and collaboration with campus partners and (where applicable) faculty and Administrative Partners associated with the Living Learning Communities.
- RAs will assume responsibility for other duties as communicated by the Area Coordinator and/or the Department of Residential Life.

### **Administrative Responsibilities**

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- The RA agrees to assist with annual departmental programs and processes including but not limited to RA selection, health and safety inspections, room selection, opening and closing of the halls.
- The RA will perform opening and closing inspections, and health and safety inspections of rooms and apartments in their assigned area, which includes completing all necessary paperwork and follow up in a timely manner.
- The RA must complete all necessary written reports properly and on time including but not limited to: weekly reports, incident reports, program proposals/summaries, duty logs, and all other forms as assigned by hall leadership.
- The RA will check campus mail, voicemail, and email daily to facilitate clear communication channels and disseminate information to residents in a timely manner as directed by the Department of Residential Life.

### **Time Commitment**

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- The RA position requires approximately 20 hours of time per week. RA should expect that some weeks will require more than 20 hours per week, though some weeks will require less than 20 hours per week.
- In accepting the RA position, the RA agrees that the RA position assumes priority over all other extra-curricular and co-curricular activities with the exception of academics. The RA may be asked to limit activities should the activities impede upon or negatively affect the RA's performance.
  - Since activities and commitments may create time or priority conflicts, the RA will limit involvement in other leadership positions, employment, or outside activities to a maximum of 12 hours per week.
  - The RA will not be permitted to hold leadership positions, employment, or participate in outside activities that could significantly conflict with the RA position. This includes but is not limited to the First Year Mentor position, SGA Executive Board positions, and Residence Hall Association Executive Board positions.
- RAs are expected to be available for weekly hall team meetings.
- At the conclusion of each semester, the RA will remain in the residence hall up to 24 hours after the official closing of the building/area as determined by the Department of Residence Life.
- All RAs are required to be on campus and in their designated communities during the first weekend of the fall and spring semesters and the weekend before final exams during each semester.
- Excluding official College break periods, a supervisor must approve and be informed of weekend absences and any overnight absences on weeknights.

### **Apartment Manager Specific Responsibilities**

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- Conduct monthly health and safety inspections for each apartment.
- Perform weekly visits to each apartment in lieu of week night duty; these are designed for the Apartment Manager to get to know the residents on a deeper level, build mutual trust, disseminate pertinent information, and gather information necessary to better serve the community.
- Compose and disseminate important information in a continuum basis.

- Communicate facility concerns to Administrative Services and follow up to make sure problems have been adequately addressed.
- Attend weekly meetings as part of the New Hall Staff

### **Training and Evaluation**

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- All RAs are required to attend, actively participate, and successfully complete all trainings. Exceptions to miss any session/portion of training are only granted in extreme circumstances at the discretion of departmental leadership.
  - **Fall Training & Move-In**
    - RA Move-In: Tuesday, August 10, 2021
    - RA Training & Campus Move-In: Wednesday, August 11 – Wednesday, August 25
    - Because of the critical nature of fall training and the amount of information covered during this time, any RA requesting to enroll in a summer/winter class that overlaps with training must seek permission and approval **prior** to enrolling in the course(s). Only requests for courses that are required for timely academic/major progress will be approved.
  - **Winter Training:** Thursday, January 6, 2022
    - Any additional mandatory training sessions as designated by the Department of Residential Life
- Supervisors will evaluate the RA's performance regularly. Formal evaluations will be completed at the end of each semester.
- Application/interviews for reappointment to the position are required for RAs wishing to return to the position in subsequent years.

### **Compensation**

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- Staff will receive a grant to cover Room & Board costs. This is applied through financial aid.
  - RAs will receive a single room.
  - Silver Meal Plan
- Any staff member receiving other institutional aid that covers part or all of Room & Board costs should meet with the Director of Residential Life to explore the possibility of alternative compensation.

\*This position and position description is subject to change