

Resident Assistant (RA) Job Overview & Description

Overview:

- ✓ Must have and maintain a minimum of a 2.5 overall GPA
- ✓ Must obtain sophomore status (minimum of 30 hours) by the end of the summer '25 term
- ✓ A minimum of one semester's residency in one of USA Housing's residence halls is preferred
- ✓ Must be registered for a minimum of 12 undergraduate-level hours for both fall and spring term
- ✓ Must be in good conduct standing with the university – conduct records will be verified

Additional Requirements:

- Must commit to 1 (academic) year of service (fall and spring terms)
- Attend all training activities and scheduled meetings (*see pg. 3 for dates*)
 - ✓ Fall training
 - ✓ Spring training
 - ✓ USA Days
 - ✓ Super Sunday
- As an RA you will assist USA Housing during special events including, but not limited to Week of Welcome, Homecoming, & USA Days.
- Duty coverage can extend through holidays such as Labor Day, Thanksgiving, Christmas, Martin Luther King Jr. Day, and Mardi Gras. Vacation time during these holidays requires approval from a Residence Life supervisor.
- RAs are required to receive prior approval before applying for any employment opportunities outside of the RA position. This request must be approved by the RA's Residence Life Coordinator or Community Director and the Associate Director of Housing.
- All RA's are required to attend weekly staff meetings on Wednesday nights from 6:30 p.m. to 8:30 p.m. *As an RA you will receive early registration access and are expected to keep Wednesday evenings free if possible for potential training or all-staff meetings that may occur earlier in the evenings on Wednesdays from time to time. All Staff meetings and In-Service Training will also be held monthly on Wednesday evenings from 6:30 p.m. to 8:30 p.m.*
- The RA position should be your primary priority outside of class. You will be asked to not commit to other time-consuming activities that may conflict with the RA position.
- RA's should have excellent interpersonal and time management skills
- A successful RA will maintain a positive attitude toward others and accept others whose lifestyles, values, and attitudes are different from theirs.

Job Responsibilities:



- Assist in the implementation of fall and spring check-in and check-out.
- Serve in the on-call rotation during the week and assigned weekends; on-call requires that the RA stay in their assigned building during the hours of 5:00 PM-8:00 AM Monday-Thursday and from 5:00 PM on Friday through 8:00 AM on Monday for weekend on-calls.
- Work a minimum total of 4 hours per week at the front desk.
- RA's will conduct Health & Safety inspections for their assigned floor/area at least twice a semester during the assigned Health & Safety week.
- Maintain an awareness of assigned area and common spaces in the residence hall and report any suspicious activity or maintenance issues that arise in their assigned hall building.
- Establish a positive relationship with residents through active outreach and consistent contact throughout the year.
- RA's should be a positive presence on their floor/area and should be regularly visible and accessible; this includes, but is not limited to staying in the building a **minimum** of 4 nights per week.
- Provide excellent quality service by promptly assisting residents with any issues and needs.
- Be familiar with campus and community resources and make appropriate referrals based on their knowledge of these resources.
- Address conflicts through mediating conversations between residents
- Plan and execute monthly formal programs for your assigned floor area throughout the semester.
- Create a monthly bulletin board that reaches the department's educational learning outcomes for each assigned month.
- Establish relationships with each resident and evaluate how to help them develop in their understanding of the C.A.R.E. Model.
- Encourage academic success by exhibiting responsible study habits and classroom attendance.
- Effectively manage and assist with crisis response situations as needed.
- Abide by, educate residents about, and enforce all Residence Life policies as stated in the Lowdown, Guide to Residential Living, RA job description, RA manual, and expectations from your Residence Life supervisor.
- Help students become aware of the University's expectations of them as expressed in University policies and procedures.
- Inform residents of the rationale for the University's policies and procedures, including the potential consequences of violating them.
- Communicate that University policies and any resulting discipline are designed to challenge and support students to live responsibly within the residential community.
- Address known violations of University policy.



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- Encourage residents to exercise responsibility through active participation in assisting with policy decisions, addressing disruptive behavior, mediating conflict within the community, and evaluating the residential life program.
- Exercise authority wisely and responsibly; avoid taking advantage of privileges granted to you due to your role within the department.
- Establish and maintain an open line of communication with your Residence Life supervisor surrounding student issues and concerns.
- Make an effort to promote staff unity and harmony with all university staff members.
- Be a productive and positive member of the USA Housing team.
- Serve as a Campus Security Authority and Responsible Employee as defined by the Clery Act and Title IX.
- Other duties as assigned.

Compensation:

- Assigned private room, utilities including cable television, and internet
- RA Meal Plan each semester which includes choice of the All Access 175 Meal Plan or USA 10 Plan
- Non-tangible benefits: The opportunity to work with a diverse group of individuals while developing leadership, problem-solving, crisis management, communication, organization, time management, and peer counseling skills

Required Dates & Events:

Event:	Date:
Super Sunday (Welcome)	Sunday, April 6 th (1 pm-6 pm)
Fall Training	Thursday, July 31st – Monday, August 18th
RAs released for Winter Break	Sunday, December 14th at 5 pm
Spring Training	Sunday, January 4th – Sunday, January 11 th
USA Days	Fall & Spring Dates are TBD but required.
RA's will be released for Summer	Monday, May 11th at 5pm
Weekly Staff Meetings	Wednesdays from 6:30 pm-8:30 pm
Monthly In-Services	Wednesdays from 6:30 pm-8:30 pm