

RESIDENT ASSISTANT

JOB OVERVIEW

A Resident Assistant encourages community, promotes a safe and healthy environment, and supports residents to grow and develop within the residence halls. Serving as an RA can be both rewarding and challenging. The following description provides a brief overview of the qualifications, conditions of employment and job responsibilities for the RA position.

QUALIFICATIONS

The Office of Residence Life Services is seeking applicants who are mature among their peers, capable of handling responsibility, and have successful academic performance. Interest and ability in relating to students from a variety of cultural backgrounds and lifestyles are important qualities for applicants. Sensitivity to students' growth and developmental needs in the University and residence hall setting is considered essential. An RA must serve as a positive role model for his/her residents and may not be on a University judicial sanction or be a convicted felon during employment.

- Applicants must have obtained a minimum cumulative QPA of 2.40 (undergrad) and 3.0 (grad) and have completed 12 credit hours (undergrad) or 9 credit hours (grad) by the end of the previous semester
- Applicants must not be on academic probation
- University judicial probation or suspension actions must have expired prior to application
- Any actions perceived as contrary to the mission and goals of the Office of Residence Life Services and/or are in violations of University or state laws, or actions which jeopardize the ability of the RA to function effectively in the position would result in rescinding the offer of employment
- Applicants cannot student teach during the first semester of employment
- **Transfer students/returning students only:** Must have transferred to or completed at Clarion a minimum of 12 credit hours, with a QPA of 2.4 (undergrad), or 3.0 (grad) from the previous institution and have full-time student status. Individuals who have completed a bachelor's degree at Clarion or another institution may also apply if the academic requirements have been met

CONDITIONS OF EMPLOYMENT

Resident Assistants are expected to report to their assigned hall approximately two weeks prior to the start of the Fall Semester for training and opening weekend. RAs stay late to prepare the halls for closing and arrive early to prepare the halls for students' arrival. RAs are required to return to campus prior to the students' arrival and leave after closing of halls.

RAs will be expected to attend a meeting with the Area Coordinator/Director of Residence Life during their first semester of employment.

RAs will be expected to be present in the hall on a regular basis. Requests to leave for the weekend or during the week must be approved by the Area Coordinator or Graduate Hall Manager prior to leaving. RAs may only be away for 4 nights per month.

Compensation for satisfactory performance of assigned duties consists of a single room waiver at the current academic year rate and wages are based on 11 hours per week at minimum wage.

Undergraduate RAs must carry at least the minimum full-time student class load (12 hours), but no more than 18 hours, unless approved by the Director of Residence Life Services. Graduate RAs must not carry over 12 semester hours. Undergraduates must maintain a 2.4 QPA semester and cumulative average. Graduate RAs must maintain a 3.0 QPA semester and cumulative average.

RAs may hold no other compensated form of employment during the contract period.

RAs are encouraged to remain active in other student organizations or activities provided it does not interfere with the responsibilities of the position.

JOB RESPONSIBILITIES

COMMUNITY:

1. Develop and maintain a positive living and learning environment on your floor and throughout the hall
2. Promote understanding and respect of diverse cultural backgrounds and lifestyles
3. Develop relationships with and among residents
4. Utilize counseling, helping and referral skills to assist residents in identifying and resolving academic, social and personal concerns
5. Explain and uphold all policies, procedures and community standards. Confront inappropriate behavior
6. Serve as a role model for students by following all University policies within the halls and elsewhere on campus
7. Mediate conflicts among individuals and groups of residents
8. Encourage, support and assist residents in becoming effective floor and hall leaders

PROGRAMMING:

1. Plan, implement and evaluate a minimum of **seven programs each semester** based on the developmental needs of the residents
2. Encourage creativity and critical thinking skills in their residents
3. Help promote University activities
4. Regularly create original bulletin boards to serve as passive programming initiatives on the floor

SAFETY/SECURITY/EMERGENCIES:

1. Take part in weekly duty rotation, making rounds, and updating the communication log
2. Promote safety awareness among the residents
3. Be familiar with emergency procedures and safety equipment
4. Respond to emergency situations as the need arises

TRAINING:

1. Attend all pre-service training sessions, in-service training and weekly hall staff meetings. First semester hires must also attend the RA meeting with the Area Coordinators and Director of Residence Life
2. Assist with the recruitment, selection and training of new staff members

ADMINISTRATIVE:

1. Complete all paperwork (room condition reports, logs, damage reports, maintenance and safety work orders, incident reports, etc.) as necessary
2. Assist in the preparation for opening and closing the halls
3. Submit incident reports in a timely fashion
4. Communicate regularly with the Graduate Hall Manager and with other staff as appropriate
5. Support decisions made by the Department of Residence Life and other University departments
6. Other duties as assigned

The Residence Assistant position is one which requires dedication to the students, the Residence Life Department and the university. There is a departmental expectation that the position is second only to the RAs academic program. The job requires a 24 hour-a-day commitment. While it is both emotional and physically demanding, it can provide a great deal of experience and reward.

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