

Positon Description

DEPARTMENT: Department of Residential Life and Housing

TITLE: Resident Assistant

CLASS: Undergraduate

IMMEDIATE SUPERVISOR: Residential Life Coordinator

POSITION DESCRIPTION: Known as one of the premier student leadership opportunities on the Harris-Stowe State University campus, Resident Assistants are carefully selected and assigned to a floor of approximately 45 – 68 residential students. Their primary responsibility is to act as a facilitator with the social, emotional, intellectual, and personal adjustment of students to Harris-Stowe State University and its' residence hall community. The Resident Assistant works cooperatively with other members of the Department of Residential Life and Housing in fulfilling all position responsibilities and must act in accordance with and actively support the University's mission, vision, values, policies and procedures. Resident Assistants report to Resident Life Coordinators. Compensation for this position is full room/board, including a single room, and the opportunity to learn basic skills in programming, human interaction and administration.

RESPONSIBILITIES OF THE RESIDENT ASSISTANT POSITION:

1. *Individual Student Contact*

- Know names and pertinent information about the residents; maintain contact with residents.
- Be available and accessible to the students by spending quality interaction time in the residence hall; be approachable and receptive.
- Confront and document inappropriate behavior; Document and report all emergency situations to the appropriate parties.
- Mediate conflicts between residents.
- Respect and maintain confidentiality of students and staff.
- Encourage involvement of residents in activities.
- Observe and respond to student behavior, which may be indicative of personal, social, and academic problems.
- Encourage students to seek additional help from campus resources.

2. *Student Group Activities and Programming*

- Communicate regularly with residents through bulletin boards, floor meetings, and informal contact.
- Encourage residents to respect others in the hall and take responsibility for individual actions.
- Plan and conduct effective programs
- Involve residents in program planning

- Complete assigned programs throughout the semester. RA's are responsible for the advertising and set-up of each program.
- RAs must advertise for their program at least 2 weeks in advance.
- Submit online program proposals through ERezLife at the beginning of each month. Submit program assessment 24 hours after each program through same website. Program assessments completed more than 1 weeks after the program will not be accepted.

3. *Paperwork*

- All paperwork/online required submissions are expected to be completed and turned in on time! Delaying paperwork/online submissions affects the entire staff, not just you. Utilize the RA calendar for paperwork deadlines.
- Incident Reports and Duty Logs must be completed and submitted to your supervisor by 8:00 am the morning after.
- Program Assessments must be completed and submitted to your supervisor 24 hours after your program.
- You must complete work orders and maintenance requests promptly. If you do not have time to take care of it yourself, contact your supervisor so the work order can be submitted quickly. (online work orders only)

4. *Availability/Duty*

- You are expected to be available when on duty. Duty is not primarily for your personal business, it's for your RA business. You may study on your own, but be sure to give your full attention to any resident or staff needing it.
- No non-staff person should ever be behind the front desk. If a non-staff person is seen behind the front desk during your duty shift you will face disciplinary actions. If a non-staff person is behind the front desk again during your duty shift, you will be terminated. Doing this compromises the security and confidentiality of keys and resident information.
- You are expected to be in the residence hall at 6:00 pm on the night that you are on duty.
- Lobby duty hours are as follows:
 - **Sunday – Thursday** **6:00 pm – 12:00am (midnight)**
 - **Friday – Saturday** **9:00 pm – 2:00 am**
- After hours, you are to be in your building until 8:00 am the following morning.
- You are expected to sleep in your assigned room from Sunday through Thursday throughout the year.
- Utilize the online duty log to make staff members aware of how the evening/night went every time you are on duty. This is due every morning by 8am.
- Understand and accept the fact that frequency of hall duty and tasks assigned varies from hall to hall, due to the numbers on staff and hall operations.

5. *Assist with management functions in the hall*

- Complete check-ins and check-outs for all assigned rooms.
- Investigate and report room and common area damages.
- Know and communicate room change procedures.
- Know and communicate the living options available in halls and on campus.
- Inform supervisor of student/floor concerns regarding facilities and housing procedures.

- Other tasks may be assigned by the Housing Pro-Staff pertinent to the operation of the hall, include moving furniture, setting up rooms, painting, emergency custodial needs, etc.

ADDITIONAL RESPONSIBILITIES OF THE RESIDENT ASSISTANT POSITION:

6. Confidentiality

- What is said in business related settings stays among the building staff only. Issues regarding residents need not be discussed outside of staff meetings, etc.
- Do not discuss business/staff issues in public places (Dining Hall, Library, etc.)
- Be cautious when promising unconditional confidentiality to residents or staff members. If an individual is a threat to self or others, appropriate authorities need to be notified.

7. Policy Enforcement

- You are expected to know and be able to explain the policies and procedures of the University.
- You are expected to uphold the values, missions and policies and procedures of the University.
- Actively confront all disciplinary situations and document them as appropriate.
- Submit all incident reports, which are used to document billing, information, and complaint situations online.

8. Meetings/Training

- You are required to attend and participate in staff training in the fall and spring.
- You are expected to attend all weekly staff meetings, all hall meetings and all staff trainings. If you have an emergency or a conflict, contact your supervisor as far in advance as possible.
- You are expected to participate in the recruitment, selection and training of new staff members.

9. Communication

- Open and frequent communication is necessary for all of us. Keep up with information and materials in your mailbox, emails and on bulletin boards.
- Email/Mailboxes should be checked daily.
- Informal visits with your supervisor are encouraged and welcomed.
- Evaluations will be conducted with your supervisor once each semester.

REQUIREMENTS OF THE RESIDENT ASSISTANT POSITION:

10. Room Assignment

- A Resident Assistant will be placed in a hall as determined by the Office of Residential Life and may be reassigned at any point during the academic year.
- If you are removed from your position for any reason, you will be asked to move to a different room/building on campus within 24 hours of your dismissal. All later room and board charges acquired will now be the responsibility of the resigning student.

11. Grade Policy

- Maintain a proper balance between your academic job and personal relationships.
- You must maintain a 2.75 semester and cumulative GPA.
- You must be enrolled as a full-time student, at least 12 Credit Hours and no more than 18, each semester.
- If the cumulative average falls below 2.75, termination will be automatic.

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12. Discipline

- You must remain in good standing with the University, Office of Residential Life, and the Rights and Responsibilities Committee.
- Must have a clean judiciary record or cannot be on current disciplinary probation through the school.

13. Breaks

- You must remain on campus and available, until all administrative responsibilities have been completed. Remember, all halls close at 6:00 pm for the breaks and make your plans accordingly. Your supervisor will authorize your departure.
- You must be available for the following openings, closings and breaks.
 - Fall semester opening
 - Fall semester closing (Winter Break)
 - Thanksgiving opening
 - Thanksgiving closing
 - Spring semester opening
 - Spring break closing (Spring Commencement/Closing)
 - Spring break opening
 - Spring semester closing
- All RA's will be required to stay until the day after graduation in May.

14. Alcohol/Drugs

- If you are not 21 years of age, you are not of legal drinking age in the State of Missouri and need to act in accordance with State law and University policy. Please understand the illegal consumption of alcohol by a resident assistant clearly undermines the credibility of your position on staff and will jeopardize your status as a residence life employee. The consumption of alcohol on campus by staff, with or without residents present, will result in termination of your contract and any sanctions from disciplinary proceedings. If you are of legal drinking age to consume alcohol in the State of Missouri, you are expected to drink responsibly and act accordingly off campus.
- Due to the illegal nature of drug use, this behavior will not be tolerated by staff and will result in your immediate termination.

15. Relationships and Sexual Behavior

- Use your discretion and act accordingly. Relationships are an important part of your life, but should not interfere with job performance. Minimize visits by significant others when you are on duty and keep public displays of affection appropriate while at the front desk.

CONTACT INFORMATION:

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