

Job Description and Responsibilities for Resident Assistants (RAs)

Housing and Residential Life Office
Association Housing, LLC

Job Description

Resident Assistants (RAs) are undergraduate student staff who live in the College residence hall to help build strong and healthy residential learning communities which complement and extend classroom learning. RAs are expected to create residential environments that enhance student academic progress and success; to promote the intellectual life of the residence; to create opportunities for students to explore and clarify their interests, values and attitudes; to build inclusive and reflective environments in which differences of background and belief are explored; to provide referrals to appropriate support services; to participate in floor activities; to know and explain College policies; to be available to students, and to encourage student responsibility and accountability.

The following describes the job responsibilities, conditions of employment, and compensation for all RA positions.

Job Responsibilities

Leadership

RAs hold leadership positions of responsibility and will need to exercise authority in some situations. As leaders in the residence hall, RAs are expected to do the following:

- Assume a primary leadership role, serving as role models for responsible behavior and personal integrity; exercise good judgment.
- Know and educate residents about FLCC policies and procedures, and community standards (i.e., Student Code of Conduct Policy, The Suites at Laker Landing Rules and Regulations, and other policies pertaining to the residence hall and College life.
- Develop strong facilitation, effective communication and other leadership skills by participating in leadership training (including fall and spring training, in-service training during the academic year, reading the written training materials for residence staff).
- Know and educate residents about the College emergency response protocols and procedures.
- Support and advise other RAs by attending floor meetings and programs.
- Assist management staff in crises (i.e., fire, and other emergencies), as appropriate and based on training protocol.

Supporting the Academic Mission

In support of the College mission and the academic progress of their residents, RAs are expected to do the following:

- Be knowledgeable about the academic services available to support student success (i.e., The Write Place, Math Lab, WebAdvisor, The Center for Advisement and Personal Development).
- Help create residential environments that are conducive to studying and promote academic success.

Building Community

RAs are responsible for creating a residence environment in which all views, popular and unpopular, can be voiced, heard respectfully and fully explored. RAs are expected to do the following:

- Help establish community norms and ground rules to ensure open and honest communication, tolerance of and respect for diverse viewpoints and responsible student conduct.
- Be sensitive to the needs of all groups in the residence, and help residents to be aware of others.
- Coordinate programs and promote informal and formal discussions about campus life, national and international issues (including culture, values, beliefs, social, political, and ethical issues), as well as cultural awareness, sexual orientation, religious beliefs, and other diversity issues to promote educational inquiry and tolerance of others.
- Mediate conflict and help residents to take responsibility for their behavior and its effect on the residence community.
- Invite faculty into the residence and create opportunities for faculty to engage the resident community.
- Share their intellectual and academic interests with residents and encourage residents to discuss their academic interests, experiences, goals, and future plans.

Advising and Referrals

Residents seek advice from their RAs, and specific responsibilities include being able to do the following:

- Develop the capacity to listen and understand, and to be flexible and open minded in responding to student needs and concerns.
- Encourage and assist individuals in finding their own solutions.
- Refer freely to residence, campus, and community resources.
- Develop trust and maintain confidentiality in the RA role.
- Have a familiarity and be knowledgeable of campus offices and services and appropriately direct residents when necessary for assistance.

Administrative Responsibilities

RAs are expected to complete the following administrative tasks in a timely and efficient manner:

- Participate fully in the opening and closing of the residence.
- Provide front desk coverage on a scheduled, rotating basis.
- Provide on-call coverage on a scheduled, rotating basis.
- Check in daily at the residence management office.
- Check email TWICE daily.
- Plan programs in a timely manner using appropriate forms
- Ensure that floor members receive information about College and Residence policies.
- Distribute materials from the residence management office and other official College material.
- Post fliers about campus and floor events.
- Assume responsibility for floor security, including use of the master key, and evening lockup.
- Participate in residence and management staff evaluations.
- Assist with RA staff selection.
- Serve on advisory committees as needed.
- Complete Incident Reports accurately and timely

Personal Conduct

RAs are paid staff and are expected to be professional at all times, on duty or not. RAs serve as role models for the residents and are expected to do the following:

- Know and abide by College policies including but not limited to the Student Code of Conduct Policy, Grievance Procedures, Crisis Response Procedures, and the Residence Agreement.
- Be responsible and professional residence community leaders.
- Exercise common sense and mature, sound judgment in their interactions or relationships with residents, both on and off campus.

Team Skills

To work effectively with their residential team, RAs are expected to do the following:

- Attend and contribute to regularly-scheduled staff meetings.
- Work cooperatively with staff on projects and shared tasks.
- Offer and accept constructive feedback.
- Act as a liaison between the Housing and Residential Life Office and the residents.

Employment Qualifications

Full-time, matriculated (12 or more credit hours per semester) FLCC students are welcome to apply for RA positions upon meeting the following qualifications:

- **Must have a minimum of a 2.5 cumulative grade point average**
- **Must be available for employment for two semesters upon initial hiring**
- **Must have a minimum of 12 credits which must be completed at FLCC prior to initial hiring**
- **RAs must be registered as a full-time student during their appointment.**
- **RAs must be in good academic standing relative to the College's Standards of Progress.** *Exceptions will be reviewed on a case-by-case basis by the Director of Housing and Residential Life and Executive Director of the FLCC Association. Candidates who are on academic probation are not eligible for an RA position. If a student is placed on probation or is academically dismissed during their service as a Resident Assistant, this will be grounds for termination.*
- **RAs must be in good Judicial Standing.** *Exceptions will be reviewed on a case-by-case basis by the Director of Housing and Residential Life and Executive Director of the FLCC Association. Candidates who are on housing probation are not eligible for an RA position.*
- **RAs must have a social security number.** Non-US citizens must also have a current and appropriate visa. In addition, proof of employment eligibility is required by the Immigration Reform and Control Act of 1986.
- **RAs are required to live on the floor to which they are assigned** and to sign and abide by the FLCC Housing Residence Agreement and any other special floor agreements that are required by members of the floor.
- **RAs are required to attend and participate in all scheduled RA training and staff retreats**
- **RAs are expected to abide by all FLCC policies and procedures and may not break the law.** **RAs may only have additional on-campus employment with permission of the Director of Housing and Residential Life.** Additional employment is limited to 15-20 hours per week.
- **RAs may not hold executive or officer positions in other clubs or organizations.** Participation in extracurricular activities and groups is encouraged with the expressed understanding that the RA position; all duties, responsibilities and expectations are of priority.
- **RAs will receive free housing (room) and enrollment in an incentive program as compensation, as deemed appropriate by FLCC and/or the Association.**