Resident Advisor Position Description

**Occupational Summary**
The Resident Advisor (RA) is assigned to a residential living area and serves as a resource to students. S/he assists in building community and with the administrative operation of the residence halls, as well as with educating students about University and Residence Hall policies. The Resident Advisor provides programming based on an assessment of the community and individual needs. The responsibilities of the Resident Advisor position are implemented under the supervision of and with the assistance and support of the Area Coordinator.

The Resident Advisor is a role model for our residential communities and supports the missions and goals of Student Development and the Office of Residence Life.

**Mission Statement of Student Development**
Think Critically. Act Morally. Serve Others.

**Mission Statement of the Office of Residence Life**
The mission of Residence Life is to provide a supportive and engaging living/learning community that empowers students to achieve academic success; personal growth; and responsible citizenship.

**Terms of Appointment**
The Resident Advisor position is an appointment with the Office of Residence Life for the period of beginning Monday August 12, 2013 through Monday, May 12, 2014 (5:00pm).

**Eligibility**
A Resident Advisor must be a full-time student and maintain a minimum 2.70 cumulative GPA or a 2.70 semester GPA, beginning with the semester of application and extending throughout the term of appointment. A RA whose grades fall below the 2.70 GPA may be placed on academic probation for the semester or dismissed from their position.

**Resident Advisor Expectations**
In support of the Wittenberg community, our goal as a Residence Life staff is to strive to create and maintain secure, comfortable, cohesive, residential communities conducive to academic success and personal growth. Resident Advisors will assist in accomplishing this goal in the residence halls as follows:

**Availability/Time Management**
Resident Advisors are expected to make the RA position the highest non-academic priority, scheduling other commitments so that they do not conflict with the responsibilities of the position. RAs cannot have another job on campus. RAs may have another off-campus job no more than 8-10 hours per week, as long as it does not interfere with the performance of their responsibilities (approval must be granted from their Area Coordinator). Expectations concerning availability will be discussed during initial meetings with the AC.

Resident Advisors are required to be on campus and/or present in halls on certain weekends (e.g., Homecoming Weekend, Family Weekend, Little Sibs Weekend, WittFest, etc.) as identified by the Area Coordinator and/or RA Contract, and according to building needs.

**Programming**
Providing developmental and education opportunities to residents is one of the most challenging and interesting aspects of the Resident Advisor position.
Resident Advisors will support First Year Experience (FYE) programs in the residence halls and may be asked to assist with the programs.

Resident Advisors are expected to do assessments of their residents, either formally or informally, within the first few weeks of classes in order to determine programming needs.

Because programming is a crucial part of the academic mission of Wittenberg University, each Resident Advisor is expected to facilitate a minimum of five (5) programs per semester as outlined in the programming model provided to each RA during Fall Training 2011. Bulletin boards (passive programming) are also expected to be completed by each RA, as outlined in the beginning of the academic year (typically one per month).

Each Resident Advisor is strongly encouraged to attend Hall Government meetings and actively participate in the planning and facilitation of Hall Government functions. One (1) RA will serve as the Hall Government representative, thus reducing their required office hours by one (1) per week. Resident Advisors are also expected to encourage residents to participate in Hall Government and Residence Hall Association (RHA) activities.

**Community Development**
The Resident Advisor’s availability and contact with students is essential. RAs are expected to be approachable to all individuals on the floor, or in their section, throughout the academic year.

Resident Advisors are expected to initiate contact with students on the floor within the first week of classes to begin building rapport. Names of residents should be known by the end of the second week. As the year continues, try to make it a point to see each student at least three times a week so as to learn and know more about them than their names. While contact time with residents may vary by section or floor, this is to be a guideline for use in establishing and gaining knowledge of residents, and to begin the development of community. Resident Advisors are expected to promote community within their section.

**Counseling and Confidentiality**
Resident Advisors should be sensitive to the needs of all residents. The interest with which an RA listens to and guides students with difficulties is critical.

Resident Advisors may serve as mediators in roommate conflicts and assist residents in personal, social and academic concerns.

Resident Advisors should provide residents with information about campus and community help resources, and make referrals when appropriate.

To protect the dignity of the individual, Resident Advisors should not share information given by a student with other students. All information of concern is to be communicated directly to the AC. **RAs may not guarantee confidentiality if a student is a danger to him/herself or others.**

**Following and Enforcing University and Residence Hall Policies and Procedures**
The University and Office of Residence Life policies and procedures have been developed to ensure that legal, societal, and community norms are respected. When one accepts the responsibilities of being a Resident Advisor, one also accepts that they are to abide by and enforce the Student Handbook.

As a member of the Office of Residence Life staff, RAs are expected to follow all University policies and procedures. Although a student, RAs are representatives of the Office of Residence Life and should:

- be knowledgeable of, support, and abide by University and Residence Life policies and procedures.
- educate students on policies and procedures based upon the Student Handbook.
- intervene, document, and/or consult on behavioral matters of concern.
- maintain confidentiality regarding disciplinary matters.
Residence Hall Duty
While on duty, Resident Advisors provide assistance in monitoring and managing the residence halls. Individual staffs determine hall duty schedules based on hall needs, with a minimum of one (1) staff member being on duty per evening. The RA on duty is responsible for the hall between the hours of 7:00pm and 8:00am and is expected to be on time and available for all residents. There is an Area Coordinator on duty for the campus 24 hours a day, 7 days a week. A weekly duty roster will be provided to each RA via e-mail as a resource. RAs on duty must contact the AC on duty between 6:45pm and 7:00pm to check-in for duty. In addition to providing first-line response for emergency situations, duty responsibilities include the following:

- Be accessible by phone at all times, including while on rounds.
- Hold office hours from 7:00pm to 12:30am Sunday through Thursday and 7:00pm to 2:30am on Friday and Saturday.
- Complete a minimum of six (6) sets of rounds of the hall Sunday through Thursday, and eight (8) sets on Friday and Saturday. Any Area Coordinator may request additional sets of rounds.
- Monitor activity and intervene when encountering University and Residence Life policy and procedure violations or other issues of concern.
- Record observations, actions, and/or policy violations through incident reports and the RA duty log.
- Utilize duty time as an opportunity to carry out functions outlined in this contract, such as spending time with students, following-up on helping/counseling issues, being available, and planning programs.

Administration
Completion of administrative tasks is crucial to the successful operation of the residence hall system. The following are expectations of RAs:

- RAs are expected to hold five (5) office hours per week in addition to their regular duty office hours.
- RAs are expected to attend and facilitate, as necessary, floor and hall functions.
- RAs are expected to participate in the RA Recruitment and RA Selection process and the room selection process during the spring semester.
- RAs are to promptly complete written administrative tasks such as program proposals, program evaluations, room condition reports, incident reports, surveys, maintenance requests, evaluations, and other forms as requested by the Residence Life Staff.

Additional Duties
Organizations are most effective when everyone works together. Achieving unity requires tolerance for others, give and take, and the willingness to carry one's share of the responsibility. This can be achieved through the following expectations:

- **Compromise** – Compromise is a major part of working together as a team in the hall (e.g., scheduling, duty nights, office hours, etc.). Resident Advisors are expected to contribute to the staff team by working with other RAs and the Area Coordinator to define goals and objectives for the hall.

- **Communication** – Effective communication helps to foster a sense of team for the hall staff. Resident Advisors are to maintain regular contact with the Area Coordinator and other staff members in order to establish effective communication and to receive direction and guidance. RAs are expected to express concerns and frustrations in a constructive manner and to the appropriate people.

- **Attendance** – Resident Advisors are expected to attend meetings on time, as required, such as regularly scheduled weekly staff meetings, individual “one-on-ones,” RA All Staff meetings, pre-arranged fire drills, RA Training, and emergency meetings.

- **Keys** – Each Resident Advisor has access to sub-master keys. These keys are to always be signed out in the office and returned promptly after letting a resident into their room. Your key that opens the trap box should be a key kept separate from all other keys you have and must always be left in your
room, unless you are using it. Since this key gives you access to all the rooms in the building, you would have to pay for the entire building being re-cored if it is lost.

- **All Staff Meetings** – Each Resident Advisor is expected to attend all of the monthly All Staff meetings. These All Staff meetings may be in replacement of the weekly staff meeting for that given week. If additional meetings are needed, RAs are expected to be in attendance.

**Mandatory Dates of Participation**
Resident Advisors will be expected to participate in assigned break opening and closing. Each Area Coordinator may have specific expectations that may differ by building. In order to assist you in planning accordingly, the break periods are:

- **Thanksgiving Break** (Halls close at noon on Wednesday, November 27, 2013 and re-open at 10:00am on Sunday, December 1, 2013).
- **Winter Break** (Halls close at noon on Saturday, December 21, 2013 and re-open at 10:00am on Sunday, January 12, 2014).
- **Spring Break** (Halls close at noon on Saturday, March 8, 2014 and re-open at 10:00am on Sunday, March 16, 2014).

**Other Mandatory Dates of Participation**
- **Spring Training:** TBD – Sunday in mid-April
- **Fall Training:** Monday August 12, 2013 – Wednesday, August 21, 2013
- **Family Weekend:** Friday, September 27, 2013 - Sunday, September 29, 2013
- **Homecoming Weekend:** Friday, October 11, 2013 – Sunday, October 13, 2013
- **Winter Renewal:** TBD – tentatively Saturday, January 11, 2014
- **Group Process during RA Selection:** TBD – Friday-Saturday weekend in February
- **Little Sibs Weekend:** TBD – weekend in March
- **WittFest:** TBD – Saturday in April
- Other activities, programs, and meetings assigned by the Office of Residence Life and its’ staff

**Evaluation**
Evaluation of one’s performance is an on-going process achieved through formal and informal evaluation by the residents on your floor and the Area Coordinator. RAs are to develop skills necessary for the satisfactory performance of their position. Failure to meet the basic requirements of the position may result in job-related sanctions and/or termination. RAs may refer to the Student Employment Guidelines for specific reprimand system procedures. RAs are encouraged to seek guidance and feedback from the AC at any time. A formal evaluation process will occur during the academic year and will be determined by the AC.

**Compensation**
In return for meeting the community-building, programming, duty, administrative and other expectations of the position, all RAs are provided a single room at no cost during employment. In addition, RAs are expected to work office hours so that they may earn wages on a monthly basis. These monthly wages are paid for officially scheduled and completed office hours only. First-year RAs earn an hourly rate of $7.70 for up to 20 hours per month. Returning RAs earn an hourly rate of $8.00 for up to 25 hours per month. Pay occurs once per month, September through June. Returning RAs also earn $150.00 per semester for books. As experienced staff members, returning RAs are expected to take on greater responsibilities, as agreed upon in consultation with the Area Coordinator.