

## The Office of Residence Life



### Overview

Resident Assistants are key members of the Residence Life team who serve as leaders, cultivate a positive and inclusive community, and facilitate learning in the residence halls. Resident Assistants also function as liaisons between residents and the Office of Residence Life, direct students to resources, provide student support, and perform various administrative functions. Students working as Resident Assistants should expect to dedicate 15-20 hours each week to the position responsibilities and expectations.

### Responsibilities

- **Community Development**
  - a. RAs will be present in their assigned residence halls approximately 10 hours per week
  - b. RAs will work to establish a welcoming and cohesive community that fosters a sense of belonging among all residents
  - c. RAs will use inclusive language in all interactions
  - d. RAs will make choices in line with their role as campus leaders and role models
  - e. RAs will plan and implement strategies that intentionally foster community and a sense of belonging on their floor
  - f. RAs will create and hang door tags for their residents each semester
  - g. RAs will facilitate the development of Community Standards for their floor
  - h. RAs will plan and facilitate floor meetings as needed
  - i. RAs will mediate roommate conflicts as needed
  - j. RAs will respond to and provide support for students as needed
- **Peer Education**
  - a. RAs will plan and implement strategies that intentionally engage and educate residents on the four residential learning goals: Live Well, Live Connected, Live with Purpose, and Live Beyond
  - b. RAs will engage in conversations with their residents that have specific learning outcomes
  - c. RAs will create bulletin boards 2-3 times each semester
  - d. RAs will direct students to resources for academic, wellbeing, or other concerns
- **Administration**
  - a. RAs will practice effective organization and time management skills
  - b. RAs will regularly and effectively communicate with their building staff and supervisor
  - c. RAs will submit weekly reports to their supervisor
  - d. RAs will hold weekly office hours to complete tasks and be available to their residents
  - e. RAs will check and respond to their email daily
  - f. RAs will check their mailboxes daily
  - g. RAs will assist with the opening of their building before each semester and with closing before each break
  - h. RAs will complete Room Condition Reports for each resident on their floor
  - i. RAs will communicate information to their residents as directed by the Office of Residence Life and/or their supervisor
- **Safety and Security**
  - a. RAs will maintain privacy regarding all student and staff matters
  - b. RAs will conduct Health & Safety inspections each semester
  - c. RAs will remain on campus and participate in additional responsibilities as requested during high-activity weekends: New Student Orientation, Homecoming, and TGIS
  - d. RAs will report concerns immediately
  - e. RAs will practice risk management and crisis intervention
  - f. RAs will participate in on-call responsibilities on a rotating basis with other RAs

# Resident Assistant Job Description (2018-2019)

- **Personal & Team Development**
  - a. RAs will support the work of the Office of Residence Life and the Residence Life staff
  - b. RAs will attend training opportunities as scheduled
  - c. RAs will attend weekly staff meetings
  - d. RAs will attend bi-weekly 1:1 meetings with their supervisor
  - e. RAs will participate on a Residence Life committee
  - f. RAs will participate in Residence Life events, such as the annual Thanksgiving Dinner
  - g. RAs will participate in select College-sponsored events: Leffler Lecture, Ware Lecture, Into the Streets, and Into the Campus

## Requirements

- Maintain a 2.5 cumulative GPA
- Maintain good standing with the Office of Student Rights and Responsibilities
- Maintain status as a full-time student at Elizabethtown College