

## Job description: Resident Assistant

Position	Resident Assistant (RA)
Supervised by	Area Coordinator (AC)
Office	Office of Residence Life
Period of employment	August 12, 2019 through Saturday, May 9, 2020

## Position summary

Resident Assistants are diverse and dedicated community leaders who work from their strengths to support, engage, and empower residential students. The RA's mission is to create vibrant communities, cultivate inclusive communities, foster a sense of belonging, and inspire meaningful learning in their residential area. Resident Assistants serve as liaisons between residents and the Office of Residence Life, fulfill administrative responsibilities as needed, and regularly collaborate with peer RAs, other students and student leaders, faculty, staff, and community members.

## Hours & compensation

Though the standard number of hours that an RA works each week will vary throughout the academic year, Resident Assistants should expect to dedicate an average of 15-20 hours each week to residence life responsibilities. An RA's period of employment may be suspended or terminated at any time by the Office of Residence Life if the terms and conditions of an RA's contract are not upheld. An RA must reapply if they are interested in serving as an RA during a subsequent academic year. RAs receive a base stipend of \$900 that is disbursed biweekly through the academic year. An RA's stipend increases by \$100.00 for each full year they serve as an RA. This is determined by the number of August rcLEADs in which they participate. Residence Life also provides RAs with a room fee waiver. The financial value of a room fee waiver changes annually. RAs can contact the Business Office for an exact value. RAs are also encouraged to contact Financial Aid to determine if their compensation could influence their financial aid package.

## Diversity & inclusion

Residence Life is committed to cultivating communities that are inclusive, affirming, and welcoming. The Office of Diversity, Inclusion and Title IX defines *an affirming and welcoming environment* as a "campus climate that promotes and respects the human dignity of all regardless of race, ethnicity, sexual orientation, socioeconomic status, religion, ability, gender, gender identity and expression, age and national origin." As key partners in this mission, RAs are expected to use inclusive language and practices.

## Privacy

By virtue of my employment in the Elizabethtown College Office of Residence Life, I am privy to information about students that may be of a sensitive or private nature. I understand that I have both an ethical and moral responsibility to uphold the confidentiality of students regarding any information I receive, and that any personal or sensitive information I receive about a student during the course of fulfilling job duties may not be shared with anyone except individuals in my direct chain of command. I also have access to records and information that is confidential in nature. I understand that disclosure of this information is prohibited by the Family Education Rights and Privacy Act as amended, 1974 (FERPA). Also, I acknowledge that I fully understand that the disclosure by me of this information to any unauthorized person, could subject me to criminal and civil penalties by law and formal disciplinary action by the College.

## Expectations

*Resident assistants will...*

- Abide by Elizabethtown College policy and procedures as represented in the Student Handbook.
- Uphold the mission of the Office of Residence Life.
- Fulfill all responsibilities outlined in the RA job description and Residence Life Student Leader handbook.
- Maintain full-time status as a student at Elizabethtown College.
- Maintain a minimum semester and cumulative GPA of 2.5.
- Work no more than 10 hours per week in employment outside of the Resident Assistant position.<sup>1</sup>
- Attend all required events, including August and January training (rcLEAD).<sup>2</sup>
- Complete other duties as assigned.

<sup>1</sup> An RA may submit a written request to their direct supervisor (or designee) to exceed 10 hours a week of additional employment.

<sup>2</sup> An RA may submit a written request to the Assistant Director of Residence Life (or designee) for excusal from required events. An RA may be excused for equivalent of one full day (10 content hours) of August rcLEAD and equivalent of one half day (5 content hours) of January rcLEAD.

## Responsibilities

---

### *Community development*

- Implement *Live Etown Blueprint*
- Engage in meaningful conversations with each resident on assigned floor(s).
- Plan regular events for residents on assigned floor(s) and in assigned building.
- Collaborate with students and student leaders, including SWAGs, to implement content-specific events.
- Facilitate development of Community Standards for residents on assigned floor(s).
- Facilitate floor meetings as needed.
- Post door tags for each resident on assigned floor(s).
- Post bulletin board content for residents on assigned floors(s) and in assigned building.
- Hold weekly office hours in assigned building.

### *Student support*

- Mediate conflicts between roommates.
- Connect students to campus resources as needed.
- Collaborate with supervisor to support students as needed.
- Communicate information to residents as needed or directed by ORL.
- Participate in on call rotation for assigned building.
- Practice risk management for assigned floor(s) and building.

### *Administration*

- Check mail daily (Monday-Friday).
- Check and respond to email daily (Monday-Friday, weekends when on call).
- Complete reports and summaries as needed.
- Hang flyers distributed to mailbox and remove old flyers.
- Complete health and safety walk-throughs.
- Assess rooms and common spaces for concerns prior to start of each semester and each break, and following each semester.

### *Participation*

- Be visible and engaged in assigned residential area at least 10 hours each week.
- Attend meetings as needed or directed by ORL. These include, but are not limited to: weekly team meetings; biweekly supervisory meetings; biweekly committee meetings.
- Attend training and development events as scheduled.
- Participate in College-sponsored events as needed or directed by ORL. These include, but are not limited to: Leffler Lecture; Ware Lecture; Into the Streets; Into the Campus.

## Agreement

---

The content of this job description serves as a contract between the RA and ORL.

- By signing below, the RA affirms that they understand and agree to carry out the job requirements in this document.
- By signing below, ORL affirms a commitment to provide appropriate training, supervision, support, resources, and compensation for the RA.

Resident Assistant

Signature of RA

Printed name of RA

Date signed by RA

Office of Residence Life



Allison Bridgeman  
Associate Dean of Students & Director of Residence Life