Residence Life

Resident Assistant Position Description

Overview:

The Office of Residence Life partners with students, faculty, and staff to enhance academic success and personal growth within a diverse community. We intentionally promote student learning by providing leadership experiences, social activities, and educational opportunities within a safe, well maintained living environment. Resident Assistants are essential student leaders within the Elizabethtown College community. The Resident Assistant is responsible for a floor or living area within the residence hall/apartment area. The Resident Assistant helps with the personal and academic concerns of the student and helps work out group conflicts that may arise. The Resident Assistant also serves as a facilitator to encourage a cooperative and considerate group living environment. The Resident Assistant is expected to help build a feeling of togetherness and community by initiating and helping to organize floor, area, and hall activities and programs. The Resident Assistant serves as an information resource about the campus and residence hall. Most of all, the Resident Assistant is expected to be a person who cares about people and attempts to make the residence hall a valuable place to live. A large part of the Resident Assistant’s job is non-scheduled, spontaneous, and will be determined by the needs of the students living in the community. The Resident Assistant is a full time Elizabethtown College student and reports directly to the Area Coordinator.

The Ideal Candidate:

Must be a full-time Elizabethtown College student. The candidate must have an exemplary disciplinary record, and maintain a semester and cumulative GPA of 2.5 or higher. Outstanding leadership, teambuilding, organizational, and interpersonal communication skills are essential. This individual must have a demonstrated commitment to fostering a multiculturally inclusive living-learning community that fosters student growth and cohesion and may not be engaged in curricular or co-curricular activities that will significantly interfere with their ability to establish supportive relationships with their residents.

Position Description:

1. Attend all training sessions before the start of each semester (August for the Fall semester and January for the Spring semester) and also attend in-service training sessions throughout the semester.
2. Be accessible to residents in your assigned living unit by spending a minimum of 10 hours per week in-hall time.
3. Provide support for residents and provide appropriate resource referrals.
4. Conduct crisis intervention and conflict resolution as needed.
5. Inform residents about Residence Life policies, events, and deadlines through regular living unit meetings and postings.
6. Enforce Residence Life policies consistently in a manner that respects student confidentiality.
7. Serve as a resource and referral for students experiencing academic, health, or other difficulties.

8. Plan, implement, and evaluate educational and social programs. Attend programs with residents that are sponsored by Elizabethtown College that foster student development.

9. Perform assigned administrative duties on a routine basis. Meet all deadlines.

10. Assist direct supervisor with the opening and closing of buildings. Arrive prior to residents’ return to prepare buildings for opening, and remain on campus and aid in process and paperwork until the buildings are officially closed. This includes semester breaks and holiday closings.

11. Participate in a duty rotation schedule. Assigned shifts for residence halls begin at 8:00PM each evening and end at 7:00AM the following morning.

12. Maintain regular communication with direct supervisor through one-on-one meetings and attendance at all staff meetings.

13. Participate in various aspects of Residence Life including housing selection, the RA hiring/selection process, professional staff hiring/selection process.

14. Remain on campus and available in the residence halls on designated event weekends including Homecoming, TGIS, and others as determined by Residence Life.

15. Work collaboratively with other RAs to build a residential community based on respect and civility.

16. Assist direct supervisor with building compliance around health/safety standards.

17. Other duties as assigned by Residence Life.