

WEBSTER UNIVERSITY

RESIDENT ASSISTANT JOB DESCRIPTION

There are very few jobs at Webster as challenging, interesting, and rewarding as that of a Resident Assistant (RA). RAs are an integral part of our Residential Life program. They are paraprofessionals who are required to live within a community and work toward the goals and objectives set forth by the Office of Housing and Residential Life. To do so involves energy, self discipline, control, and commitment. Included among the skills and characteristics needed to be an RA are: good judgment, knowledge of self, time management, a sense of humor, flexibility, effective communication, ability to work under pressure, and an understanding of resident needs. As an RA, you will have endless opportunities for learning new skills, developing a greater respect of self and others, becoming more self-sufficient, and meeting and making new friends.

QUALIFICATIONS

- Completed 24 credit hours prior to beginning appointment as an RA.
- A minimum semester and cumulative grade point average of 2.5.
- Be enrolled in at least 13 credit hours per semester unless s/he has permission from their supervisor. Students wishing to take more than 18 credit hours per semester must get approval from professional staff.
- Recognize that the RA position is for one entire academic year. Those that are considering an internship or student teaching need to discuss that situation with professional staff.
- Arrive in late July/early August and early January and leave late at the end of each semester to attend training and to coordinate building openings and closings. RAs may need to have the same flexibility with their schedules during break periods such as Fall Break, Thanksgiving, Winter Break, and Spring Break, in order to help cover on-call responsibilities.
- External activities with other organizations or holding a job are acceptable, but they must be approved by professional staff and are limited to a maximum of 10 hours/week. Frequently, members of the Office of Housing and Residence Life student leadership staff are involved in many facets of campus life, leadership, sports, and work. The RA position demands a significant time and energy commitment that should not detract from student academic performance. Certain leadership positions on campus may be a conflict of interest with the RA position or take too much time to also balance the RA's responsibilities.
- The RA is selected on the basis of displaying sensitivity to and interest in people, neutrality, respect for dignity and worth of the individual, open-mindedness on issues, degree of empathy, and ability to handle autonomy and make decisions.

SUMMARY OF SPECIFIC JOB RESPONSIBILITIES

The main responsibility of the Resident Assistant is to provide support, encouragement, and leadership to his/her community. The RA will need to be available to his/her residents and empower his/her residents to grow and develop as good students and citizens. The RA helps facilitate a positive living and academic environment, by accomplishing the following:

- Facilitate the building of community with a specific floor/building area and throughout the entire community by building rapport with residents; maintaining contact with them; addressing individual and group needs; and supporting academic success.
- Be a positive role model through personal example. Demonstrate a commitment and pride for Webster University, Housing and Residential Life, and other campus departments through respectful language and behavior.
- Uphold, abide by, and educate residents on all Residential Life, University, federal, state, and local regulations and policies.
- Serve as a mediator in roommate conflicts and other conflicts within the floor/building area.
- Assist with and facilitate a variety of educational and social programs, which support community development, student learning, and student retention.
- Fulfill a variety of administrative responsibilities, such as health and safety checks, serving in the on-call rotation, regular staff and one-on-one meetings, floor/building meetings, room sign-up process, RA selection process, opening and closing, and required administrative reports.
- Respond to and manage crisis situations, which vary from individual resident issues to system-wide health and safety issues.
- Promote student involvement in University and Residential Life activities and events.
- Provide opportunities for residents to look at the world from different perspectives.
- Serve as a resource to residents, their families, and prospective students.
- Actively participate in a department collateral assignment, which may include Selection, Development, Wellness, etc.
- Provide desk/office coverage as follows:
 - Each Webster Village Apartment RA will work at the WVA Clubhouse Office as a Customer Service Associate (CSA) for two hours each day that they are on duty.
 - Each East and West Hall RA will work 5 hours per week as a Desk Attendant (DA) at the East and West Hall Front Desks.
 - Each Maria RA will work 3 hours per week as a Desk Attendant (DA) at the Maria Hall Front Desk.
- Demonstrate a willingness to complete other reasonable tasks requested by the supervisor and other departmental professional staff.

REMUNERATION

East, Maria, West Hall RAs

- Credit for a single room which includes a phone with voicemail, wired and wireless Internet, and access to cable channels. Cable boxes and loft kits must be rented from the Office of Housing and Residential Life at the student rate.
- A stipend of \$875 per year distributed equally over each pay period during the year (approximately \$92 per month x 9.5 months)
- Meal Plan D.

Webster Village Apartments RAs

- Credit for a bed space in your assigned building, which includes a phone with voicemail, wired Internet, and access to cable channels. Loft kits must be rented from the Office of Housing and Residential Life at the student rate.
- A stipend of \$150 per month.

Room and board plan can affect the amount of federal financial aid provided. If you are a recipient of aid, please work with the Financial Aid office to see how this may affect your aid.

CONTRACT DATES

2012-2013

- Start date: Sunday, July 29, 2012 (move-in on Friday, July 27)
- Winter Training dates: January 9-11, 2013
- End date: Wednesday, May 15, 2013

RAs are required to live in the community for which he/she is responsible during the contract dates.