

Position Description: Resident Assistant (RA)

Position Abstract:

The Resident Assistant (RA) will be responsible for the development and enhancement of the community and each individual resident under their care in the residence halls or Webster Village Apartments (The Village). The RA supplements and complements the process of formal education by enhancing the quality of life in the residential community. RAs are expected to be known, visible and an active resident within their area of responsibility and the entire hall/complex as well. Expectations include maintaining communication between residents and professional staff, implementation of the on campus policies, procedures and regulations, as well as those of the University, and participation in the day to day operations of the facility as assigned by professional staff. The RA provides leadership for all residents and assists in planning of educational and social activities that make the group living experience support student learning & retention.

Specific Job Responsibilities:

- Facilitate the building of community with a specific floor/building area and throughout the entire individual community by building rapport with residents, maintaining contact with them, addressing individual and group needs and supporting academic success.
- Support and uphold all apartment/residence hall and University policies and procedures.
- Serve as a mediator with 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 RA on call rotation, regular staff and one-on-one meetings, building meetings, opening and closing, holiday staff coverage, completing reports and other responsibilities.
- Participate in all departmental staff training and development activities, including training in early August, early January and in-services throughout the academic year.
- Meet with each resident in your building area for a minimum of one hour per semester (The Village only).
- Serve as a resource person to residents, their families and prospective students.
- Support the efforts of the Residential Housing Association (RHA).
- Respond and manage crisis situations, which vary from individual resident issues to system-wide health and safety issues.
- Serve as a Team Leader for a project of Webster Works Worldwide 2007.
- Serve as a role model for resident students.
- Have, at the time of appointment, and maintain throughout employment, a minimum cumulative grade point average of 2.5.

Job Skills and Requirements:

- Classification as a student in good standing at the University.
- Maintain a minimum of a 2.5 GPA each semester.
- Planning, organizational, leadership and mediation skills.
- Customer service orientation.
- Ability to work well within a diverse community of students
(Primarily first year students in West Hall, Upperclass students in East Hall and The Village).

Compensation for The Village RAs:

- Room in a two- or four- bedroom furnished apartment with private bath.
- Monthly stipend of \$150.

Compensation for West/East Hall RAs:

- Single, furnished room with private bath.
- Meal Plan C (150 meals and 100 points).
- Yearly stipend of \$875.