

## **UNIVERSITY HOUSING RESIDENT ASSISTANT JOB DESCRIPTION**

The following outlines the minimum requirements and major duties within the RA job responsibilities:

### **I. Minimum Requirements**

- A. Maintain a 2.5 cumulative GPA the semester before being hired and each semester during the term of employment. Each semester of employment applicant must achieve a minimum 2.0 semester GPA. RAs must pass 70% of all credits attempted each semester. RAs must maintain full-time student status (12 semester hours during fall and spring semesters).
- B. Have a minimum of one year of on-campus living at the time of employment.
- C. Attend mandatory spring, pre-fall (August) and winter (January) training workshops.
- D. Ability to demonstrate time management and organization skills.
- E. Excellent verbal and written communication skills.
- F. Ability to effectively work with a diverse population of residents and University Housing staff.
- G. Some knowledge of responsibilities and general procedures of residence life operations, dining operations, maintenance and custodial services, housing assignment, and building offices.
- H. Ability to develop and maintain strong working relationships with Assistant/Hall Coordinator and Area Coordinator.
- I. Enroll, attend and successfully complete a 5-week RA Class, which will be offered in Spring 2009. The courses will meet one day per week for 1 credit hour.
- J. Reasonable experience in using computers and Microsoft Office software.
- K. Creative and self-motivated individual with demonstrated leadership experience.

### **II. Develop and maintain connections with floor residents as individuals and group members**

- A. Be an active positive influence on floor residents
  - 1. Learn the names of all residents in assigned section.
  - 2. Eat regularly with residents in the dining halls.
  - 3. Plan and facilitate floor meetings.
  - 4. Be available at regular times to assist residents.
  - 5. Get to know residents appropriately through formal and informal contact.
  - 6. Have meaningful interactions with each resident on your floor(s) at least once every other week.
- B. Get to know residents on the floor
  - 1. Assist residents who have self-identified health/disability needs .Refer to appropriate campus and community resources.
  - 2. Observe general behavior and group dynamics of residents.
  - 3. Be sensitive to those who bring academic, personal, or career concerns/issues to your attention.
  - 4. Be a good listener; be able to refer residents to appropriate campus resources.
  - 5. Be aware of residents' attitudes, values, and standards of behavior.
  - 6. Work at resolving conflicts on the floor (roommate, small group, etc.).
  - 7. Talk regularly with residents about personal, academic, and social transitions.
- C. Assist residents
  - 1. Be accessible during move-in, help residents get acclimated to the hall and the campus.
  - 2. Know campus and community agencies for referral purposes.
  - 3. Be available to assist residents with general concerns.
  - 4. Mediate roommate and/or personal conflicts when requested or necessary.
  - 5. Maintain confidentiality with regards to a resident's personal concerns, except when required to mandatory report per University policies and procedures.
- D. Create a functioning floor government or leadership team
  - 1. Communicate regularly with floor government members.
  - 2. Encourage hall government participation.
  - 3. Attend all meetings and functions of the group.
  - 4. Serve as a resource person.
  - 5. Help the students to examine and evaluate its programs.
  - 6. Encourage leadership development through programming opportunities.
  - 7. Support student development concepts through student government at all levels.

### **III. Maintain an atmosphere that is conducive to self-discipline and study**

- A. Serve as a role model to residents; set a positive example by own actions both on and off campus—RAs are responsible for following all campus rules and regulations as well as all local, state and federal laws.
- B. Assist in development of each resident's personal growth.

- C. Be able to understand and clearly interpret all University policies and/or departmental policies and procedures.
- D. Make residents aware of policies and regulations of the residence halls and The University of Iowa.
- E. Encourage leaders to help interpret and support policies and regulations when working with student groups.
- F. Enforce and support residence hall rules and regulations and report all incidents to the Assistant/Hall Coordinator.
- G. Maintain an environment conducive for sleep and study.

**IV. Support student development concepts by developing strong communities**

- A. Encourage participation in meeting the requirements of the PATH model.
- B. Initiate and implement the PATH model through planning and implementation of community builders, service projects, and learning initiatives/smart goals as well as late-night programs and Welcome Week.
- C. Complete event reflections for all events.
- D. Participate in and support building association community development efforts.
- E. Attend educational, social, and recreational activities of the floor and hall.
- F. Support the events of Associated Residence Halls (ARH).
- G. Be aware of campus activities and encourage residents to participate in them.
- H. Create an environment where the rights of all residents are respected and where individuals are appreciated and valued for the differences they bring to the community.

**V. Fulfill administrative responsibilities**

- A. Meet regularly with Assistant/Hall Coordinator and Area Coordinator to discuss activities, concerns, and/or accomplishments of individual residents and the floor as a whole.
- B. Keep the Assistant/Hall Coordinator and the Area Coordinator informed of problems, negative and positive behaviors, interests, activities, and needs of the residents in your hall.
- C. Work with dining staff, custodial services staff, maintenance services staff and building office staff in areas of mutual concern.
- D. Submit accurate and timely reports such as resident confidential cards, room condition checklists, maintenance/custodial reports, building and floor specific interaction logs, incident reports, community development reports, and so forth.
- E. Assume host/hostess responsibilities with visitors in the halls.
- F. Participate in the RA on-call process within your hall; take duty seriously, as you are responsible for the well being of the residents of the hall.
- G. Attend and participate at weekly staff meetings.
- H. Fulfill all responsibilities to work the desk as instructed by the Assistant/Hall Coordinator.
- I. Assist with recruitment and selection of new RAs, Assistant/Hall Coordinators and Area Coordinators.

**VI. Other Responsibilities**

- A. Maintain professional and positive behavior toward all job duties.
- B. RAs are required to remain on campus for closing of the halls at breaks; additionally, when students are allowed to remain in the halls over breaks we will require some staff to remain on campus to be on duty.
- C. RAs are expected to stay until the end of their academic year appointment (May 15, 2010)
- D. Any time away from campus must have prior approval by the Assistant/Hall Coordinator; RAs are advised to spend one weekend per month away from campus—however, time away must be approved by the HC in advance and needs to allow for at least 50% of the staff to be on campus in a building at all times.
- E. It is expected that enough time is committed to the position in order to fulfill the responsibilities of the position, which includes evening and weekend time commitments.
- F. RAs are expected to be in their room and available for residents on a frequent basis. This is especially critical during hall openings and the first few weeks of classes.
- F. Meals are provided according to the terms of the board contract and when food service is in operations. Provisions will be made for some of the workshop meals.
- G. RAs are not allowed to have jobs outside of the RA position. Major commitments in extra-curriculars must be approved by the Assistant/Hall Coordinator, Area Coordinator and Assistant Director of Residence Life.
- H. The RA job is a one year academic appointment. RA Re-appointment decisions will be based upon job performance and operating needs of the department.

**To a large degree, RAs lose their anonymity when they assume the responsibilities of the position. Their conduct and personal experience reflects the respect they have for themselves and their position. RAs are responsible for conducting themselves and appearing in such a way that their examples mirror their own best judgment, maturity, and judicious concern for those individuals with whom they live and work.**