

University Housing & Dining Job Description

Title: Resident Assistant (RA)

Basic Function and Responsibility

Resident Assistants serve in a required live-in position to assist in the day-to-day operations and develop inclusive communities for residents of a specific residence hall. This is a 10-month position from August 7, 2024 – May 18, 2025, and requires an average of 20-hours a week. Hours will vary and include night and weekend hours. Due to RA positions being one-year academic appointments, current RAs must reapply each academic year to be considered again for an RA position.

Duties and Responsibilities

Community and Individual Development

- Create and maintain a supportive and welcoming environment for all residents.
 - Get to know residents and build rapport individually and as a group.
 - Be available and visibly present to residents.
 - Regularly interact with the floor community, in person and/or virtually.
 - Connect with students of concern, follow up on issues from Excelling@Iowa surveys
 - Maintain an atmosphere conducive to academic focus, self-discipline, and student success.
- Demonstrate a commitment to individual student and community success through the implementation of the Residence Education Model (REM).
 - Plan and implement regular community building events within the residence halls
 - Maintain regular contact with all residents in the community through one-on-one interactions (including Hawk Talks) and community-wide communication.
 - Facilitate the roommate agreement process by assisting residents in completing agreements, mediate roommate conflicts.
- If assigned to work in a Living Learning Community (LLC), work to support the theme of the LLC and encourage residents to be active participants.
- Stay informed of resident concerns, serve as an advocate, and report concerns to a supervisor in a timely manner. Appropriately refer students to university resources that will support their success.
- Encourage residents to respect the rights of others and approach one another with concerns.
- Mediate conflicts and assist with conflict resolution within the residence hall community.
- Be knowledgeable of and follow University and departmental policies and procedures; help residents to understand these policies and procedures.

Commitment to Diversity, Equity, and Inclusion

- Support University Housing & Dining's Inclusive Community Statement and educate residents on these practices and expectations.
- Always conduct yourself in an honest, conscientious, and ethical manner showing respect for persons of all backgrounds, races, sexual or affectional orientation, gender identity, religion, abilities, etc.
- Advocate for students within the Residence Halls and refer appropriate resources.
- Appropriately confront and/or report students who are not showing respect for all people.
- Actively engage and further educate yourself in topics related to diversity, equity, and inclusion.

Decision Making and Critical Thinking

- Support and communicate university and departmental policies; appropriately confront and document policy violations.
- Assist residents in concerns that may arise and provide referrals to resources when appropriate.
- Participate in the on-call duty rotation, primarily evenings and weekends, for specific buildings.

- Be able to effectively respond to emergencies, facility issues and safety concerns.
- Effectively manage time to meet deadlines and proactively ask for help and advocate for yourself.

Interpersonal Skills and Leadership

- Promote an environment that encourages personal development, academic growth, diversity, equity, and inclusion.
- Empower residents to make healthy decisions in all aspects of wellness by being a resource and a role model.
- Develop and maintain appropriate personal connections with residents and residence hall staff.
- Communicate effectively and create collaborative relationships with campus and community partners, staff within University Housing and Dining, and residents.

Administrative Duties

- Complete job tasks and assignments thoroughly, appropriately, and by deadlines.
- Be punctual and prepared for all weekly staff meetings, meetings with supervisor, training and in-services, annual performance evaluation and other departmental communication.
- Be present and assist with opening the building in August and closing the building in May, and semester and extended break periods.
- Remain on-campus over breaks and holidays (Fall/Winter/Spring) and/or virtual instruction periods as assigned to provide duty coverage, for which additional compensation will be provided.
- Assist in recruitment and selection of new RAs and other Residence Education staff.
- Implement special policies and protocols that come up as needed (example: in past years RAs had to implement COVID-19 isolation and quarantine housing protocols).
- RA is expected to cover desk operations in the event of desk clerk's absence. Expected to follow all Desk Clerk expectations while working in capacity of a Desk Clerk.

Supervision Received

Supervision is received from a Hall Coordinator, Assistant Hall Coordinator, or other designated official.

Compensation and Housing

- Single room in residence hall as assigned.
- Stipend of \$5,000 prorated over a 10-month employment period, plus meal plan, and \$100 Hawkeye Dollars per semester.

Demonstrate the following Knowledge and Skills:

- Effective communication and organization skills.
- Understanding of and commitment to effectively work with a diverse population and adjusting to challenging situations.
- Reasonable experience in using computers; including Word, Excel, and e-mail.
- Ability to show responsibility for own time-management.
- Willingness to grow and learn.
- Ability to establish and maintain effective student and staff relationships.
- Awareness and commitment to the mission of University Housing & Dining.

Qualifications and Requirements

- Must be a current University of Iowa full-time student.

- Attend mandatory pre-fall training (dates will be between August 7 – August 16, 2024) and winter training (dates will be between January 15 - 17, 2025).
- Attend ongoing training such as in-services, in-halls & compliances.
- RAs are required to work during Opening Week and On Iowa! (August 17 – August 25, 2025)
- Must be in good conduct standing with the University.
- Must be enrolled in at least 12 credits during the fall 2024 and spring 2025 semesters.
- At the time of employment have an overall cumulative grade point average (GPA) of 2.5.
- Must maintain a minimum cumulative GPA of 2.5 each semester during the term of employment.
 - For each semester of employment, RAs must achieve a minimum of 2.0 semester GPA, and pass 70% of all credits attempted each semester.
- Employment is for an entire academic year, single semester employment (due to study abroad, student teaching, early graduation, etc.) is not available.
 - This means that Resident Assistants cannot student teach at the same time as employed as an RA.
- May be involved in up to ten (10) hours of additional involvement (on or off campus) with supervisor approval.
- Resident Assistants cannot serve concurrently as a member of the Undergraduate Student Government Cabinet, including Speaker and Speaker Pro Tempore, for the 2024-2025 academic year.
- Your financial aid package can be affected if hired as an RA, and it is your responsibility to contact the office of Financial Aid to learn how your financial aid may be impacted.
- Must successfully complete a criminal background check.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or a status as a protected veteran.