



## Residential Education and Services Resident Assistant Job Description

The following job description outlines the functions of an RA. While this description is general enough to apply to all RAs, individual RAs may be expected to perform additional functions that meet the specific needs of a given special interest hall or area.

### **Community Development and Group Facilitation**

- ◇ Aligned with the mission and values of the institution, create a Christian knowledge and faith-based residential community that develops residents as wise, honorable, and cultivated citizens.
- ◇ Work cooperatively with students to create an environment which respects the rights of others and promotes consideration of individual needs in a group living environment.
- ◇ Encourage the respect of all people, regardless of differences, within the community including, but not limited to, those of race, ethnicity, nationality, religion, culture, gender, and sexual orientation.
- ◇ Encourage positive interaction between residents.
- ◇ Assist the professional and other student staff in meeting the needs of the community.
- ◇ Conduct monthly community meetings.
- ◇ Encourage an atmosphere conducive to study.
- ◇ Work to maintain a physical community environment which is clean, litter and vandalism free, and for which students feel a shared sense of responsibility.
- ◇ Utilize your meal plan to develop relationships and community by interacting with residents in the dining hall.

### **Programming**

- ◇ Plan, develop, and implement a variety of programs within the wellness areas including, but not limited to, social, educational, spiritual, cultural diversity, service, intercultural, intellectual, physical, and emotional in an effort to meet students' needs and interests. Specifically, each RA is responsible for:
  - Collaborating with Lead RA's to program 1 Residential Community Celebration per semester under the direction of Lead RA's in conjunction with several other Resident Assistants.
  - Developing and implementing 1-2 building programs per semester in conjunction with 1-2 other Resident Assistants from your respective building.
  - Participating in either one building programming or passive programming committee for 1 year.
  - Developing and Implementing Hall programs.
  - Attending and evaluating 1 Residential Community Celebration per semester.
  - Attending and evaluating 2 building programs per semester.

- ◇ Encourage and support participation in various residential and university events

### **Peer Advising**

- ◇ Develop positive relationships with residents.
- ◇ Be sensitive to the needs, concerns, and problems of residents.
- ◇ Demonstrate sensitivity to differences in lifestyle and ethnic/cultural background.
- ◇ Support residents in their personal growth by assisting them to develop skills in such areas as problem-solving, interpersonal communication, and conflict resolution.
- ◇ Help resolve conflicts between roommates or within the community.
- ◇ Maintain confidentiality as appropriate.

### **Resource and Referral**

- ◇ Maintain general awareness of the full range of campus services including, but not limited to, financial, wellness, academic, safety and security, recreational, spiritual, and vocational resources.
- ◇ Refer residents to resources when appropriate.
- ◇ Be mindful of students' spiritual needs and refer them to pastoral counseling as needed.
- ◇ Distribute literature and communications regarding student services and campus events to residents on a routine basis.

### **Duty and Availability**

- ◇ Fulfill the requirements of duty coverage and rounds during the week and on weekends according to the schedule.
- ◇ Provide duty coverage during all breaks as assigned (midterm break, Thanksgiving break, Christmas break, Easter break and Spring break).
- ◇ Respond to situations with sound and sober mind while on duty.
- ◇ Be present and available within the residence hall communities, especially in the evenings. Resident Assistants are expected to be available most nights and the majority of weekends (Friday-Sunday) each month.
- ◇ Inform supervisors in advance of any extended absence from campus (such as a weekend or special event).

### **Crisis Intervention**

- ◇ Approach crisis in a preventative, proactive manner by discussing potential issues with your supervisor.
- ◇ Understand disaster response procedures.
- ◇ Respond immediately to safety and health issues and to emergencies.

**(turn page over for continued job description)**



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### Policy Education and Enforcement

- ◇ Understand Housing and University policies as outlined in the current CUI Student Handbook, Housing Handbook, and Housing Contract and License Agreement.
- ◇ Educate residents on these policies and guidelines, their rationale, and the conduct process.
- ◇ Consistently respond to behaviors which are inappropriate or in violation of Housing or University policies.
- ◇ Document and communicate incidents to appropriate professional staff within the stated timeframe.

### Administration

- ◇ Assist Residential Education and Services with resident check-ins and check-outs as necessary.
- ◇ Reconcile roster with residents actually living in the community.
- ◇ Check Eagles e-mail daily.
- ◇ Conduct monthly Health and Safety Checks.
- ◇ Complete various administrative tasks accurately, completely, and promptly (such as program proposals, incident reports, evaluations, etc.).
- ◇ Report maintenance, custodial, and safety/security issues promptly.
- ◇ Pick up items in the Residential Education and Services Office daily and post notices that are distributed to RAs before the end of the day.

### Role Modeling

- ◇ Display attitudes and behavior which support the policies and philosophy of Residential Education and Services and Concordia University.
- ◇ Uphold and follow policies as described in the Concordia Student Handbook and Housing Handbook.
- ◇ Be a Christian role model and an example of what it means to be wise, honorable, and a cultivated citizen.
- ◇ Demonstrate integrity and professionalism in your interpersonal and online interactions with the understanding that as a student leader you are an ambassador of Concordia University, Irvine.

### Other Staff Responsibilities

- ◇ Register for and attend INT 103: Leadership Development
- ◇ Attend weekly, 1hour, RA individual staff meetings.
- ◇ Attend staff training retreats, in-service programs, and staff development activities.
- ◇ Meet one-on-one on a regularly scheduled basis with supervisor to keep them informed about general problems and concerns influencing students and the community.

- ◇ Maintain professional working relationships with other staff members. Work to resolve concerns or conflicts with other staff. Discuss situations with supervisor as appropriate.
- ◇ Host up to 3 overnight visits (of potential students) per semester
- ◇ Assist in the selection process for new student and professional staff members.
- ◇ Perform additional duties as assigned.

### Academic Standards

- ◇ Maintain full-time registration as an undergraduate (12 units) or graduate (9 units) student.
- ◇ Enroll in no more than a total of 18 hours of academic credit per semester at CUI or elsewhere unless otherwise approved by your supervisor.
- ◇ Maintain a minimum 2.5 cumulative GPA and a 2.5 GPA each semester of employment. (Also the Spring semester before starting the job).

### Length of Contract

- ◇ The RA contract runs from August 5, 2011 until the day after hall closing in May 2012.
- ◇ Attend student staff training beginning August 5, 2011
- ◇ Assist in opening and closing the buildings (August, November and December 2011; January, March and May 2012).

### Outside Employment and Activities

- ◇ We expect RAs to prioritize their activities in such a way that they are students first and RAs second. **All other outside employment or activities must be pre-approved by your supervisor.**
- ◇ RAs may not participate in any outside work or activities, except as approved by their supervisor, during training, WOW Week, and opening and closing periods.

### Weekly Responsibilities (estimates)

- ◇ Leadership Development Class: INT103 (1.25 hrs)
- ◇ Weekly Staff Meeting (1 hour)
- ◇ One on One with Supervisor (.5 hours)
- ◇ Community Meeting (.25 hours)
- ◇ Health and Safety Checks (.25 hours)
- ◇ Wellness Programming (3-4 hours)
- ◇ Other Interactions with Residents (3-4 hours)
- ◇ Other Administrative Duties (1 hour)
- ◇ Duty (1 weeknight shift, 1 weekend shift)

### Compensation (estimates)

- ◇ In consideration for the services provided by the Resident Assistant, the compensation package for this position will be approximately:

Base Salary	\$5,000.00
10 meal plan valued at	\$3,190.00
Total compensation value	\$8,190.00