

# Resident Assistant (RA) Position Description

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*Supervised By: Area Coordinator*

## **PURPOSE OF POSITION**

The Resident Assistant is the live-in person responsible for a floor or wing of a residence hall consisting of 23 to 52 students. They engage in all phases of the residential living experience with direction from the Area Coordinator and Community Development Coordinator, and are responsible for their floor/wing community. They serve as a liaison between the University administration and the residents of the hall; foster an atmosphere for academic, social, cultural, and emotional growth in the residence hall by serving as an advisor to the residents; assist in the enforcement of all University and hall policies; are responsible for the general well-being, community development and a student learning environment in the residence hall. This position is 20 hours per week.

## **Compensation**

RAs earn an on-campus room, meal plan and may earn a small stipend based on their residence hall placement and meal plan choice.

## **PRIMARY DUTIES**

### **Community Development**

- Initiate and promote the development of residence hall social, cultural, and educational programs as outlined by the Area Coordinator.
- Promote programs, weekly traditions, floor snacks, and other events through eye-catching and creative advertisement.
- Assist the Community Development Coordinator in recruitment of residents to the Area Programming Board.
- Collaborate with Area Team for the planning and implementation of a campus-wide Hall Brawl each semester.
- Be available to students during desk hours and duty nights to answer questions and assist with any concerns they may have.
- Develop a sense of community among the residents of the floor/wing.
- Know campus resources and refers students to appropriate University personnel as needed.
- Help residents develop individual respect for one another as well as respect for personal and University property and University policies.
- Be aware of transition issues new students experience and attitudes and behavioral patterns of residents at the University of Montana.
- Assist residents in becoming a part of the community, both in the residence hall, as well as at the University of Montana.
- Provide excellent customer service while working with residents, both at the desk and in day-to-day interactions.
- Communicate student concerns with their Area Coordinator.
- Complete 4 office hours on your floor each week.

## Administrative

- Participate in all weekly staff meetings, trainings, and in-service meetings.
- Work four hours per week at a residence hall desk to assist in general desk operations and assigned administrative tasks.
- Be available to assist in covering desk hours on weekends and/or holidays and in the absence of the Hall Administrative Assistant.
- Assist with room checks and Health and Safety Inspection each semester.
- Answer the phone and general questions at the desk from residents and guests.
- Log and disperse packages through StarRez as needed to residents.
- Check out temporary access cards and keys to residents when locked out.
- Check out equipment to residents from the Area Desk.
- Complete all required logs at the front desk.
- Maintain confidentiality of student information in accordance with Residence Life and FERPA policies.
- Participate in the recruitment and selection processes for Resident Assistants.
- Complete program proposals, evaluations, and intentional interactions tracking requirements as outlined by their Area Coordinator and Community Development Coordinator.

## Conduct

- Reflect positive behavior and follow all University of Montana Student Code of Conduct requirements, Residence Life policies and State and Federal Laws both on and off campus.
- Report all Student Conduct Code violations and concerning behaviors through the Maxient conduct system.
- Perform the “RA on Duty” function by conducting rounds of the community and addressing any concerns.
- Complete the Area Duty Log for each set of rounds completed while on duty.

## Departmental Initiatives

- Participate in a Departmental Quality Circle. There will be an opportunity for some staff to co-chair a Quality Circle based on staff member interest and Quality Circle needs.
- Encourage resident attendance at Bystander Trainings (Fall semester) and Step Up! Trainings (Spring semester)
- Attend all departmental training.
  - RAs will be required to return to campus in early August, three weeks before the first day of classes to participate in two weeks of student staff training and assist in opening the halls.
  - RAs will be required to return to campus in January one week before the first day of classes to participate in student staff training and hall opening.
- Assist with all hall openings and closings at breaks and the beginning and end of semesters.
  - RAs are required to stay on campus for one major break period (either Thanksgiving or Spring Break). Break assignments will be finalized early in the Fall semester to ensure equal staff coverage.
  - RAs are required to stay on campus up to three days after the end of a semester to help check students out and close the building.

## Minimum Qualification

- Be a full-time student (12-18 undergraduate credits, 9-12 graduate credits)
- 2.25 GPA
- Be in good conduct standing with the university
- Interest in working with people

## 20 Hour/Week Breakdown

<b>Task</b>	<b>Hours Per Week</b>
Community Development (Office Hours/ Weekly Traditions/ Other Programs)	5-8
1:1 with AC	0.5
Staff Meeting	2
Quality Circle	1
On-Call/ Duty	3-6
Desk Hours	4
Other responsibilities	1-3