

RESIDENT ASSISTANT

JOB DESCRIPTION FOR 2009-2010 ACADEMIC YEAR

ESSENTIAL FUNCTIONS

The Resident Assistant (RA) is a member of the Residence Life team and is responsible for the general administration, development, and implementation of student life programs in the residence halls. Under the direction and supervision of a House Director (HD), Resident Director (RD) or Area Coordinator (AC), the Resident Assistant is responsible for providing resources and assistance that will make each residence hall community a place that supports and enhances all aspects of student life. A Resident Assistant is a full-time student at the University of Idaho who lives in the residence halls and acts as a representative of the residence hall community to other administrative departments within the University. The Resident Assistant position is a one-year appointment. Performance expectations include, but are not limited to the following responsibilities and obligations.

QUALIFICATIONS

- A. Enrollment as a full-time graduate or undergraduate student.
- B. Attendance at the University of Idaho for a minimum of one semester.
- C. Limited class-load to sixteen credits per semester. Exceptions to this expectation must be made by the respective Resident Director/Area Coordinator.
- D. Maintenance of a 2.5 grade point average (both semester and cumulative) while holding the Resident Assistant position (failing to meet this expectation at any point of employment may result in termination). Graduate level Resident Assistants must maintain a minimum grade point average (GPA) of 3.0.
- E. Must have excellent oral and written communication skills.

TEAM TRAINING AND DEVELOPMENT

- A. Residence Life Team Training beginning on August 6, 2009 for returning Resident Assistant staff members and August 7, 2009 for new staff members.
- B. Weekly area meeting at a time to be determined by area supervisor (depending on the area, some staffs may have more than one area meeting per week).
- C. Weekly All Staff Residence Life In-Service Meetings Wednesdays from 5:00 p.m. till 6:00 p.m. (exceptions to attendance will be made by the area supervisor).
- D. Bi-weekly one-on-one meetings with area supervisor (depending on circumstances, more one-on-ones may be necessary).

COMMUNITY DEVELOPMENT

- A. Personal Conduct
 1. Follow and enforce the Residence Hall and Dining Services Agreement, Residence Hall Handbook, University of Idaho Code of Conduct, and the Residence Life Code of Ethical Standards.
 2. Act as a positive role model at all campus functions regardless of where they physically take place.
 3. Behave as an ambassador of the University of Idaho to students, their parents, visitors to campus, and the Moscow community.
 4. Support and be professional towards all University Housing staff members.
- B. Student Development
 1. Develop and facilitate programs each semester as determined in scope and number by the area supervisor. The Resident Assistant is expected to work with their Resident Assistant Area Team and their supervisor on Area programs.
 2. Act as an information/referral resource to residence hall students.
 3. Report all interactions with residents (including mediation and referral) to area supervisor.
- C. Hall Government
 1. Develop a cooperative relationship with hall officers in order to plan and implement joint hall programs.
 2. Act as a Residence Life representative at all hall functions and meetings.
 3. Attend all hall government meetings (one every week, typically on Monday evenings). This may include attendance at hall executive board meetings.

COMMUNICATION

Report all emergency and other relevant situations and events to area supervisor and complete reports for each incident within twenty-four hours.

Communicate openly as a Residence Life Team Member in order to promote consistency, solve mutual problems, and provide personal and professional support.

Maintain confidentiality of students, friends, and staff members between self and area supervisor. Resident Assistants may share information only under advisement and approval of area supervisor.

Provide information to the University Judicial Council as necessary.

DUTY GUIDELINES

The purpose of duty is to better facilitate times where staff is seen and assistance for residents is easily obtained. Resident Assistants should strive to have contact with community members and build positive relationships during duty. Duty hours are: 8:00pm to 7:00am daily. Each Resident Assistant is typically on duty an average of once every four days. **There is one Resident Assistant on duty for each area during Thanksgiving and Spring Break holidays, each Resident Assistant will be responsible for covering their area for some amount of time during these periods. LLC Resident Assistants also cover Winter Break Duty.**

- A. Presence in designated area during duty, with door open, from start of duty until the time at which quiet hours begin (unless there is a confidential meeting taking place with a resident or supervisor).
- B. Communication to residents and staff members of where the Resident Assistant is if they are not in the designated duty area (may include note on the designated area door, a revised message on the answering machine).
- C. Completion of hourly rounds of the area from time that duty starts till quiet hours starts (or when all situations/incidents/issues have been resolved).
- D. Attention to work matters with a sense of priority. Refraining of lengthy personal phone calls, oblige all call waiting calls, and no personal guests past quiet hours unless approved by your area supervisor.

TIME COMMITMENTS

Each Resident Assistant works an average of twenty hours every week. This average includes non-sleeping duty hours, meetings, and completion of assigned tasks. During the year there are major events such as Residence Life Team Training, Staff Selection, and Vandal Friday, which may require more than twenty hours of work per week. At other points during the year, less than twenty hours of work will be sufficient.

- A. Maintenance of a consistent open door policy, visibility, and availability during peak times in the hall (peak times on the hall typically fall between 2pm-11pm). Eight hours or more of open door policy is expected.
- B. Sleep and live in assigned room.
- C. Agreement to participate in only ten hours of activities outside of sixteen credits of class work and the Resident Assistant position. The Associate Director of University Housing can make exceptions to this expectation.
- D. Approval from the Associate Director of University Housing to hold any office in a living group or in campus organizations.

KEY MANAGEMENT

- A. When necessary, staff may need to assist in lock-outs of residents. Staff is expected to follow established University Housing protocols when performing this duty.
- B. Issuance of room keys to residents in area during check in. Room keys are not to be given out to any person but the students living in that space.
- C. Entrance into student rooms in area is limited to cases of emergency or official business situations (A Resident Assistant may only enter a student room with another Residence Life Team member present).

ADMINISTRATIVE DUTIES

- A. Maintain all paperwork in a systematic and consistent fashion (expected paper work to be filled out includes but is not limited to Room Condition Forms (RCF), Request for Supplies, Incident Reports, Duty Logs, Room Consolidation Forms and Cell Phone Log).
- B. Keep personal room door locked at all times when not attended.
- C. Obtain a telephone for duration of employment. Use of departmental provided voicemail is expected.
- D. Agree to pending obligations and sign a University of Idaho Residence Hall & Dining Services Agreement.
- E. Complete expectations, assignments, and responsibilities by deadline and comply with the behavioral expectations of the

University Housing Department.

- F. Assist in departmental wide survey initiatives through distribution and collection of data.

ETHICAL GUIDELINES

- A. Compliance with all federal, state, and local mandated laws, the Student Code of Conduct, the Student Bill of Rights, the Residence Life Code of Ethical Standards, the Residence Hall & Dining Services Agreement, the Residence Hall Handbook and all other standards for acceptable behavior.
- B. Maintain and follow established procedures and protocol in requesting services from University departments.
- C. Avoidance of romantic relationships with residents of hall on which Resident Assistant in question works.
- D. Responsibility for negligence in the use of any University resources provided to her/him.

EVALUATION

- A. Evaluation of performance for each Resident Assistant will be formally done once every semester by his/her area supervisor.
- B. Pending evaluation, application, and interview the Resident Assistant may be re-appointed for another academic year.
- C. Termination of a Resident Assistant position by either party prior to completion of the academic year, may not guarantee assignment of a regular Residence Hall space, and will be the sole discretion of the Associate Director of University Housing or their designee.
- D. Deviation from or violation of this job description at any point during employment will be grounds for probation or possible immediate dismissal from the Resident Assistant position and eviction from the Residence Halls.

COMPENSATION

- A. A residence hall room space and board plan.
- B. A book allowance (\$50.00 for first year Resident Assistants and \$100.00 for returning Resident Assistants). If a Resident Assistant is terminated or resigns from their position prior to fulfilling their commitment, repayment of book allowance will be required.

The University of Idaho is an equal opportunity/affirmative action employer and educational institution.

I have read and agree to the terms specified in this job description. Contract ends May 16, 2010 at 5:00pm.

Resident Assistant Signature

Date

Printed Name and ID Number

House Director Supervising Signature

Date

Printed Name and ID Number

Area Supervisor Signature

Date

Printed Name and ID Number