

# Resident Assistant

## Job Description for 2020-2021 Academic Year

The Resident Assistant (RA) is a member of the Housing and Residence Life team that is responsible for the general administration, development, and implementation of student life programs in the residence halls. Under the direction and supervision of a 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 an academic year appointment; however Housing and Residence Life retains the right to terminate a position at will or for cause. Performance expectations include, but are not limited to the following responsibilities and obligations:

### I. REQUIRED QUALIFICATIONS

- a. Enrollment as a full-time undergraduate (12 credits) or graduate (9 credits) student at the University of Idaho.
- b. Prior attendance at the University of Idaho for a minimum of one semester.
- c. Be in good academic standing with the University of Idaho.
- d. Be enrolled in a maximum of 16 credits per semester. Exceptions must be made by the area supervisor.
- e. Be involved in no more than 10 hours total of outside activities (other employment, clubs and organizations, etc.) per week.
- f. Must have excellent oral and written communication skills.

### II. PREFERRED QUALIFICATIONS

- a. Prior group or community living experience
- b. Demonstrated leadership experience
- c. Demonstrated experiences with campus and community involvement

### III. TEAM TRAINING AND DEVELOPMENT

- a. Fall Residence Life Team Training beginning on Friday, August 7, 2020 and Spring Training beginning on Friday, January 8, 2021 for all Residence Life Staff.
- b. Regular one-on-one meetings with area supervisor.
- c. Attend departmental in-service meetings Wednesdays from 4:30-6:30pm.
- d. Weekly staff meetings with area supervisor and Area Assistant.
- e. Include the Academic Peer Mentor with traditions, monthly programs, and floor meetings, to provide a focus on the academic environment and needs of the residents.
- f. Regular meetings with assigned Academic Peer Mentor

### IV. COMMUNITY DEVELOPMENT

- a. Personal Conduct
  - i. Follow and enforce the Residence Hall and Dining Services Agreement, Residence Hall Handbook, University of Idaho Code of Conduct, all State and Federal Laws, and the Residence Life Code of Ethical Standards.
  - ii. Act as a positive role model at all campus functions regardless of where they physically take place.
  - iii. Behave as an ambassador of the University of Idaho to students, their parents, visitors to campus, and the Moscow community.
  - iv. Support and be professional towards all Housing and Residence Life staff members.
- b. Student Development
  - i. Meet regularly 1-on-1 with residents and document conversations in an interaction log a minimum of three (3) times each semester and provide support and resources as needed to aid each student in academic and personal integration (Interaction Model, Vandal Edge, Early and Midterm Grade Warning Support, EBI, etc.) in the university community.
  - ii. Support all departmental and university wide retention goals, programs and models.
  - iii. Host a weekly reoccurring community tradition that supports social engagement and community development within the community.
  - iv. Develop, coordinate and facilitate a monthly event to discuss a community identified interest or concern. Work with campus faculty and staff to identify programs with approval from area supervisor.
  - v. Work with staff team, Community Council representatives, and their area supervisor to plan and support community events.

- vi. Act as an information/referral resource to residence hall students.
  - vii. Report all interactions with residents (including mediation and referral) to area supervisor. Properly respond to and report any emergency situations such as but not limited to fire, health and safety.
  - viii. Perform lobby hours as requested by area supervisor.
- c. Community Assembly
- i. Develop a cooperative relationship with and support elected Community Assembly members in order to plan and implement events.
  - ii. Regularly attend Community Assembly meetings.
  - iii. Act as advisor to the elected floor or hall representative of community.
  - iv. Attend Community Assembly events and activities.

## V. COMMUNICATION

- a. Report all emergency and other relevant situations and events utilizing emergency protocol and complete reports for each incident in a prompt, appropriate and timely manner.
- b. Communicate openly as a Housing and Residence Life team member in order to promote consistency, solve conflict, and provide personal and professional support.
- c. 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.
- d. Provide information to the University Leadership as necessary, including Dean of Students.

## VI. ON CALL GUIDELINES

- a. On call hours are: 7:00 p.m. to 7:00 a.m. Sunday through Thursday. Weekend on call begins Friday at 7:00 p.m. through Sunday at 7:00 p.m. RAs on-call must remain within their Residence Halls while on call Resident Assistants are responsible for providing on-call support during all observed University closures. It is the responsibility of the area supervisor to determine the on-call need for their area.
  - i. During weekend on call, the staff member is expected to adhere to the expectations listed above. After 7:00 a.m. and until 7:00 p.m., the designated staff member will be reachable by duty cell phone on Saturday & Sunday. Staff will not be restricted to their building during these hours; however, one of the two weekend staff must remain on campus.
- b. Be present in designated area during on call, with door open, from start of on call until the time at which quiet hours begin (unless there is a confidential meeting taking place with a resident or supervisor).
- c. Communicate 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).
- d. Completion of hourly rounds of the area from time that on call starts till quiet hours starts (or when all situations/incidents/issues have been resolved).
- e. Attend to work matters with a sense of priority. Refrain from lengthy personal phone calls, and no personal guests unless approved by the area supervisor.
- f. Perform lobby hours as requested by area supervisor.

## VII. TIME COMMITMENTS

- a. The Resident Assistant position works an average of 20 hours a week, weekly hours of the position will vary. Responsibilities include but are not limited to:
  - i. On-call shifts
  - ii. Meetings
  - iii. Resident Interactions
  - iv. Staff Training
  - v. HRL Committees
  - vi. Departmental and recruitment and retention events
- b. Maintain a consistent open door policy, visibility, and availability during peak times in the hall (peak times on the hall typically fall between 2pm-11pm).
- c. Sleep and live in assigned room.
- d. Participate in a maximum of ten (10) hours total per week of outside employment/activities and a maximum of sixteen (16) credits total of class work and the position. The supervisor may make exceptions to this expectation.
- e. Approval from area supervisor to hold any office in campus or community organizations.
- f. Limited to twelve (12) nights away from their assigned building during each semester, with no more than four (4) weekend nights away a month. A night away is defined as the RA not being in their assigned room by 2am.

- g. Must complete all closing tasks at the end of each semester (December & May) and will be released no earlier than Sunday, December 20, 2020 at 8:00 am, and Monday, May 17, 2021 at 8:00 am, unless all requirements are fulfilled.

## VIII. KEY MANAGEMENT

- a. When necessary, staff may need to assist in lock-outs of residents. Staff is expected to follow established Housing and Residence Life 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 assigned to 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.

## IX. ADMINISTRATIVE DUTIES

- a. Maintain all paperwork in a systematic and consistent fashion (expected paperwork to be filled out includes, but is not limited to, Room Condition Forms (RCF), Roommate/Suitemate Agreements, Accounting Request Forms (ARF), Incident Reports, Interaction Logs, Duty Logs, Occupancy Checks, and Cell Phone Log).
- b. Keep personal room door locked at all times when not attended.
- c. Agree to pending obligations and sign a University of Idaho Residence Hall & Dining Services Agreement.
- d. Complete expectations, assignments, and responsibilities by deadline and comply with the behavioral expectations of the Housing and Residence Life.
- e. Assist in departmental wide survey initiatives through distribution and collection of data. (EBI, Interaction Model, etc.)

## X. 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. Act as a positive role model at all campus functions regardless of where they physically take place.
- d. Behave as an ambassador of the University of Idaho and the Residence Life team to students, their parents, visitors to campus, and the Moscow community.
- e. Avoidance of romantic relationships with residents and co-workers.
- f. Responsibility for negligence in the use of any University resources provided to them.

## XI. EVALUATION AND JOB ACTION

- a. Evaluation of performance for each Resident Assistant will be formally done once every semester by their area supervisor.
- b. Pending evaluation, application, and interview the Resident Assistant may be re-appointed for another academic year.
- c. Termination or resignation of a Resident Assistant position, 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 Housing and Residence Life or their designee.
- d. In the event of termination/resignation from position, the RA may be responsible for any prorated amount on a meal plan or room rate.
- e. Deviation from or violation of this job description at any point during employment will be grounds for disciplinary action up to and including immediate dismissal from the Resident Assistant position and eviction from the Residence Halls.
- f. The Resident Assistant position is a full academic year commitment. Failure to complete the full year, or failure to complete end-of-semester/end-of year-requirements may result in staff member responsibility of reimbursing the department up to and including the full compensation cost. Exceptions to this can be made by the Associate Director of Housing and Residence Life.
- g. Housing and Residence Life will provide each staff member a polo/shirt for use during official functions, i.e. opening, recruitment events, etc. **It is the responsibility of each staff member to provide their own khaki pants** to complete the Housing and Residence Life uniform.

## XII. COMPENSATION

- a. Resident Assistants will receive the following as compensation for their positions:
  - i. A residence hall room space and board plan for duration of employment.

- ii. A book scholarship (\$50.00 for staff who are serving their 1<sup>st</sup> or 2<sup>nd</sup> semester, and \$100 for staff who served on their 3<sup>rd</sup> semester or more) payable at the end of each semester.
- b. Student staff are not eligible to receive the Resident Scholarship

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 Monday, May 17, 2021 at 8am.**

_____ Resident Assistant Signature	_____ Date	_____ Printed Name and ID Number
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_____ Supervisor Signature	_____ Date	_____ Printed Name and ID Number
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