

Resident Adviser

Clark University Office of Residential Life & Housing

The Resident Adviser is a para-professional member of the RLH staff selected on the basis of leadership, character, and the ability to relate well with others. Reporting to an Area Coordinator or Hall Director, the RA assists residents in meeting their educational, interpersonal and social needs relative to their living environment. The RA's role encompasses community building, programming, policy enforcement, as well as administrative and staff responsibilities.

Qualifications:

- Must be enrolled as a full-time student throughout the course of employment.
- Must be in good academic standing with a minimum cumulative GPA of 2.5.
- Must be in satisfactory disciplinary status as determined by the Director of Residence Life. Students on Disciplinary Probation cannot serve as Resident Advisers.

Community Building Responsibilities

- Be available, approachable and visible to students in your living environment to assist residents with personal, social, academic and general resources.
- Regularly interact with students on your floor/house and in your community. Learn the name and something about each student in your area of responsibility.
- Work to maintain open lines of communication in order to foster a positive living environment.
- Conduct floor meetings and update bulletin boards on a schedule outlined by your supervisor.
- Advise and counsel students on the floor/house and when appropriate refer them to campus resources (i.e. Area Coordinator, Office of Residential Life and Housing, Dean of Students Office, Counseling Services, Career Services, Health Service, Academic Advising, and University Police).
- Reach out to residents who are isolated or have concerns, assist them with their adjustments and challenges and communicate with concerns with your supervisor in a timely manner.
- Initiate and sponsor programs of a diverse nature to encourage residents to become active members of their community and emphasize the residence hall/house as a "living and learning" environment.
- Act as a mediator in disputes and conflicts. Use appropriate resources to resolve problems.
- Educate residents in University emergency procedures and regulations through floor meetings.
- Encourage and exhibit a respect for diversity with residents to facilitate a healthy living environment.
- Listen to others and respect the rights of all residents by observing confidentiality except where it would result in harm to a student, to others, or to University property.
- Confront behavior that infringes upon the rights of others or that is not respectful of the community.

- Encourage students to directly confront those who are disturbing them to facilitate an awareness of community responsibility.
- RA's are role models and, as such, are expected to abide by the rules and regulations of the University.
- Keep supervisor informed of all important situations and developments in the residence halls/houses in a timely manner.
- Serve as part of an on-duty rotation. In 2012-2013, all levels of RLH duty are being revised to address conduct concerns in a more pro-active manner of situations. RAs will be structured so the rounds can be facilitated by 2 RAs when possible on busy nights. This means RAs will sometimes need to travel between buildings such as Johnson/Sanford to Dodd, or Dana/Hughes to Bullock. Professional staff and Housing Complex Coordinators will also be doing rounds of the campus together to assist RAs when needed, etc.
- Facilitate the adjustment of new students by assisting with the new student orientation program.
- Support the efforts of the Hall Council through attendance, participation and encouragement.
- Work as a liaison to Physical Plant to verify and report repairs when necessary, keeping accurate records of maintenance requests and work to control vandalism through education.
- Interpret University policies for students, confront violators of the Code of Student Conduct or Housing Contract, and write Incident Reports as appropriate.
- Read the staff manual and all materials regarding campus resources, policies, procedures, and personnel.

Administrative Responsibilities

- RAs will each be assigned a collateral responsibility within their hall each semester. This may be to coordinate duty schedules for their hall, manage RCCs for their hall, post publicity materials, coordinate the hall community engagement program, serving as Hall Council liaison, etc.
- All RAs shall actively serve on one RA Committee each semester.
- RAs carry out specific procedures for closing/opening the residence halls/houses each semester under the direction of the supervisor. **All RA staff** will remain on campus until official closing times to complete Room Condition Cards, collect keys and secure the hall/house. This includes being on campus until 5pm on Wednesday, December 19, 2012 for winter closing and 5pm on Wednesday, May 8, 2013 for the first undergraduate closing.
- Maintain accurate housing lists and assist students in following proper procedures for room changes.
- Complete all administrative paperwork and reimbursements in an accurate, thorough and timely manner. (i.e. Weekly Reports, Room Condition Cards, Incident Reports, etc.).
- Communicate with supervisor on a regular basis and in a timely manner. (i.e. emails, phone calls, weekly report, etc.).
- RAs will check mailboxes in RLH regularly on Monday and Thursday afternoons.

Terms of Employment

The RA position requires a large time commitment and needs to be balanced carefully with other needs such as academics, social, and recreational.

- **Must** attend all training sessions prior to each semester. Please note dates on the back of this form.
- **Must** attend weekly staff meetings from 2-4PM every Wednesday for the duration of the year. Please note that no other commitments can be scheduled during this time and that all meetings are mandatory. You should expect that the entire 2-4PM block will be committed to RA work, including staff meetings, RA Committee meetings, In-Service Trainings, etc.
- **Must** assist in the RA Selection Process and Room Selection Process/Lottery.
- The term of appointment for this live-in position is from mid August through May, except during periods of time when the buildings are closed. The duty rotation includes Thanksgiving Break (November 21-November 25, 2012) and Spring Break (March 2-10, 2013) because the buildings are open.
- May not hold an executive position on Student Council unless permission is granted by RLH, SLP, and DOS.
- May not serve on the Orientation staff.
- Due to the increased expectations placed on the students who hold this position, all outside commitments (other jobs, internships, clubs, organizations, etc.) must first be discussed with and approved by the appropriate Area Coordinator/Hall Director.
- These hours may be limited to no more than 20 hours per week.
- For financial aid and immigration purposes the RA job is considered a 10 hour per week commitment. International students who are RAs may not work more than 10 hours a week in an additional on-campus job.
- RAs are expected to leave campus **no more than 2 weekends per month** and apprise their supervisor when they are not on campus.
- Must uphold all policies and standards of conduct as outlined in the .
- Performing other duties as assigned by your supervisor, Assistant Director or Director.
- Continued appointment is contingent upon satisfactory job evaluations by the supervisor and Director.
- RAs are required to return to campus by Monday, August 13, 2012 for Fall RA Training. RAs are also required to return to campus by Thursday, January 10, 2013 at 5pm for Winter Training. Please consider these dates firm and make travel arrangements accordingly and arrive before these dates and times. RAs need to make all travel arrangements to arrive before these dates and times. Documentation will need to be shown to the RLH Professional Staff if an RA is late for RA Training for any reason (i.e. of flight changes/cancelations).
- **There will be a \$50 reduction from your semester stipend for any day you miss all or a significant portion of training during Fall or Winter Training.** In addition, documentation will need to be provided to RLH showing your reason for missing training. Failure to provide documentation or providing documentation deemed

insufficient by the RLH Professional Staff may result in job probation and may put your **job status in jeopardy.**

Compensation

Resident Advisers receive a single room in their assigned hall free of charge; free cable, free Ethernet, free telephone service (except long distance charges), and a stipend of \$400 per semester for new staff members and \$450 per semester for returning staff. Please note that this compensation is considered a financial resource and financial aid candidates selected as RAs will have an adjustment made in the self-help category of their aid packet. It is strongly recommended that you make an appointment with your financial aid counselor to discuss how this position would affect your financial aid package. *Financial status is not considered as a factor in selecting RAs.*

Additionally, RAs develop and refine many marketable skills frequently sought by employers: organizational and time management skills, communication skills, decision-making skills, leadership skills, conflict management skills, crisis intervention skills, etc. RAs also develop self-confidence, establish social networks, and realize that they have made a difference in the lives of Clark students.