

## Resident Adviser Position Description

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

### 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 and in your community.
- Conduct floor meetings and update bulletin boards on a schedule outlined by your supervisor.
- Advise and support students on the floor and when appropriate refer them to campus resources (i.e. Hall Director, Office of Residential Life and Housing, Dean of Students Office, Center for Counseling and Personal Growth, Career Services, Health Services, Academic Advising, University Police, etc.).
- Reach out to residents who are isolated or have concerns, assist them with their adjustments and challenges. Communicate concerns to your supervisor in a timely manner.
- Initiate and sponsor programs of a diverse nature to encourage residents to become active members of their community. Emphasize the residence hall as a "living and learning" environment.
- Act as a mediator in disputes and conflicts. Use appropriate resources to resolve problems.
- Educate residents on University emergency procedures and regulations.
- Confront behavior that infringes upon the rights of others or that is not respectful of the community.
- Serve as part of an on-duty rotation.
- RA's are role models and, as such, are expected to abide by the rules and regulations of the University at all times, on or off campus.
- RAs carry out specific procedures for closing/opening the residence halls each semester under the direction of their supervisor. **All RA staff** will remain on campus until official closing times to complete room checks, collect keys and secure the building.

### Hourly Commitment & Compensation:

- Attend weekly staff meeting every Wednesday from 2-4PM
- Attend all RA Training sessions; in August, typically about 2 weeks before move in and in January typically about 4-5 days before move in.
- The RA job is considered approximately 10 hours a week.
- A single room in their assigned residence hall free of charge including free Ethernet and all other utilities (water, heat, etc.).
- RAs also receive the 100 block meal plan as part of their compensation, and those in traditional or suite style housing are not required to be on the full plan. If an RA wishes to upgrade their meal plan they may do so, but they are responsible for covering the cost.
- Please note that housing and the 100 block meal plan is a condition of employment. Termination or separation from the RA position will result in immediate loss of housing or

reassignment to another room on campus. Termination or separation from the RA position will also result in the loss of the 100 block meal plan compensation for the remainder of the semester/year.

Qualifications:

- Must be enrolled as a full-time, registered student in the University's Undergraduate Academic Program throughout the course of employment.
- Must be in good academic standing with a minimum cumulative GPA of 2.5.
- Must have completed a minimum of two full semesters of undergraduate coursework (at least one being at Clark).
- Must be in satisfactory disciplinary status as determined by the Director of Residence Life.
  - o Students on Disciplinary Probation cannot serve as Resident Advisers.