



## **RESIDENT ASSISTANT JOB RESPONSIBILITIES**

### **Time Commitment**

1. Attend weekly staff meetings at the time designated by your supervisor.
2. Attend individual one-on-one meetings as designated by your supervisor.
3. Assist in the opening of residence life facilities at the beginning of each semester and assist in the closing of residence life facilities at the end of each semester.
4. Attend and participate in staff training in the Fall and Spring semester.
5. Attend in-service training sessions and other staff functions during each semester.
6. Assist with week night and weekend duty coverage.
  - a. The duty RA will make at least three rounds Sunday-Thursday between the hours of 9pm and Midnight and at least four rounds on Friday and Saturday between 9pm and 2am.
  - b. While on duty, the RA is expected to be in their building from the hours of 9pm to 8am.
7. Be accessible, visible, and available to residents on your floor.
8. Any night that an RA will be away from campus later than 2am will be considered a night away. To take a night away, complete the night away paperwork in advance and give it to your supervisor.

### **Peer Commitment**

The RA is expected to:

1. Know their residents, know their resident's needs, and refer the residents when needed.
2. Create a community environment that is committed to the interaction of students from all races, cultures and ethnic backgrounds.
3. Discuss student issues and possible referrals with your supervisor.
4. Realize their limitations of training and knowledge as a peer helper and refer situations in an appropriate manner.
5. Respect the confidentiality of any personal information.
6. Promote student engagement by programming, referral, and support.

### **Programming and Community Development**

1. Spend time in the community, building relationships with students.
2. Assist in the formation of the community by initiating and promoting activities that encourage interaction and open communication among the residents.
3. Communicate hall standards to residents through open discussion, policy enforcement, and role modeling.
4. Plan, coordinate, and implement developmental programming as defined by the Hendrix College Programming Model. This includes creating bulletin boards, as well as community events and "neighborhood" events.
5. Assess the needs of students through questionnaires, interest inventories, and discussion and respond with appropriate programs and interventions.
6. Support and interact with Hall Council.

### **Teamwork**

1. Maintain contact with the other RAs in your building and also with your supervisor.
2. Get to know the Residence Life Staff and support them.
3. Follow the proper channels when voicing opinions of the Residence Life Office and Hendrix College.
4. When issues arise with fellow employees, confront that individual one on one or communicate with your supervisor about the situation.

## **Role Model Behavior**

1. Be a role model for the other students by both exhibiting and encouraging behavior that supports the community standards described in the Hendrix Code of Conduct. This includes, for example, all policies relating to purchase, possession, and consumption of alcohol, and attendance at unregistered parties.
2. Model and encourage individual responsibility and respect for others.

## **Administrative Functions**

1. Participate in and support Residence Life staff recruitment activities.
2. Post information about campus activities and opportunities.
3. Complete reports and other forms of paperwork.
4. Carry out residence hall check-out and check-in.
5. Assist and carry out other duties as assigned within the guidelines of student employment and Hendrix College Residence Life.

## **Emergency Response**

1. Respond to emergencies as they happen.
2. Assist in crisis management.
3. Consult Residence Life professional staff when needed and know they will support you in any situation.

## **Policy Enforcement**

1. Confront behavior that does not support the standards of the Hendrix community as defined by the Hendrix Code of Conduct.
2. Write communication reports about incidents to inform the Residence Life staff of situations that arise.
  - a. All communication reports should be completed by noon the day following the incident.
3. Participate in judicial hearings as a witness when called upon.

## **Remuneration**

The position provides a significant learning experience for students. RA's also receive a monetary compensation of \$2906.55 for their first year as an RA, \$3366.63 for their second year, and \$3632.31 for their third year as well as a single room for a double rate. Failure to carry out the responsibilities or meet the expectations of the position may result in dismissal and/or reduction of remuneration.

## **Resignation/Termination**

Students who choose not to continue as an RA or who have their RA contract terminated for any reason will be required to move from their room, floor, and possibly the hall in which they were employed as an RA.

## **MINIMUM QUALIFICATIONS**

1. An interest in working with students in a leadership capacity; demonstrating maturity and responsibility.
2. Academic status of a sophomore or above for positions starting in the fall semester. First-year students may be hired for positions which start in the spring semester.
3. A minimum grade point average (GPA) of 2.5. If the RA fails to maintain the minimum GPA during the period of employment, their employment status will be reviewed, and the RA may face probation or termination.
4. Lack of serious judicial violations.
5. Full-time enrollment status.
6. Not engaged in another employment commitment that exceeds 10 hours per week without prior approval from their supervisor. The RA must get approval from their supervisor to accept other forms of employment.