

# DEPARTMENT OF HOUSING AND RESIDENTIAL LIFE

## RESIDENT ASSISTANT POSITION DESCRIPTION

The Resident Assistant (RA) is a part-time student staff position (20 hours per week). The RA is a member of the Residential Life student staff specifically responsible for a designated section of student rooms in the residence halls as well as an overall responsibility to the entire Housing population. The RA is responsible for actively working with the residents to develop a sense of community through ongoing communication, program development, and modeling an enthusiastic commitment to an environment that is conducive to personal, social, cultural, and intellectual growth.

As a Resident Assistant, it is difficult to determine the exact hours for duties because they are both a student living in University Housing and a part-time staff member of the Department of Housing and Residential Life responsible for serving in a leadership and advisory capacity for the area assigned. This student position is a co-curricular, experiential learning opportunity for students designed to enhance the quality of the residential living experience. As such, all payments, stipends, credits, and waivers received or made are not to be construed as compensation for "work" per se, but as a form of financial aid.

The RA is supervised directly by the Hall Coordinator and, indirectly, by other professional staff within the Department of Housing and Residential Life. The RA maintains a close working relationship with other Department of Housing and Residential Life staff members, primarily the full-time staff of the Department. The RA is required to participate in a variety of meetings as well as interact with the Director on a regular basis.

The role of the RA is broad. Residents may call upon the RA at any time, night or day. Individual resident needs require the RA to utilize his/her abilities to the fullest, recognize his/her limitations and, when necessary, seek the help of other student staff or professional staff members.

### **DESCRIPTION OF DUTIES:**

#### Community Development

- A. Plan, promote, and carry out all programming requirements, including floor/building programs and university-wide programs including theme weeks.
- B. Complete program paperwork for each activity and submit to HC weekly.
- C. Attend and actively promote Weeks of Welcome activities.
- D. Attend and actively promote Department of Housing and Residential Life activities.
- E. Conduct regular, formal and informal, needs assessments with Housing students
- F. Support Resident Student Association (RSA) members by encouraging students to become involved. Provide representation to the weekly meetings and serve as a resource person for these groups.
- F. Provide informative and timely materials for bulletin boards.
- G. Contribute information, articles, announcements or other ideas to fellow RAs for monthly community meetings.

#### Safety and Security Protocols

- A. Be on duty various weekdays and evenings, as well as weekend days and evenings and university holidays. Assume duty responsibilities on a schedule designated by the HC. (Duty responsibility means the RA is generally in his/her area from 5:00 p.m. until 8:00 a.m. Sunday through Thursday and 5:00 p.m. until 5:00 p.m. the following day Friday, Saturday, and holidays.
- B. Be present and available in the housing area during ALL break periods and university holidays.
- C. Demonstrate ability to respond to all emergencies. RAs are a vital part of the University's response to urgent/emergency situations. In order to provide appropriate levels of response and assistance, RAs must be able to hear alarms (fire, security, etc.), see paths of egress, provide verbal and non-verbal directions to residents when emergencies occur, and move throughout the floors of the building when elevator-service is not available.
- D. Coordinate and facilitate all Health and Safety Inspections and Fire Drills.

#### Administrative Responsibilities

- A. Attend regularly scheduled staff meetings and individual (1-on-1) meetings as scheduled by the HC. These meetings will be scheduled at various times and days of the week. Resident Assistants must have flexibility in their course schedule to accommodate these staff meetings. RAs are responsible for scheduling monthly area meetings as well.
- B. Assist HC and Office Staff in staffing the Housing Office a minimum of three (3) hours per week to assist the residents with customer service issues, concerns or assistance.
- C. Assist the HC and full-time staff in various capacities, including staffing the Area Office (including the event of staff shortages) providing lock-out services, delivering flyers relating to on-campus activities, and/or assessing the condition of rooms and completing Room Condition Reports.
- D. Assist in student check-in and check-out processes, including all required administrative paperwork.
- E. Participate in periodic performance evaluations with the HC.

## Related Responsibilities

- A. Attend training sessions arranged by the Department of Housing and Residential Life.
- B. Serve as an appropriate role model by following policies and procedures, accepting and completing assigned responsibilities, and encouraging participation in Housing and University-wide activities.
- C. Participate in committees as assigned.
- D. Implement and enforce policies and procedures of the Department of Housing and Residential Life, Florida Atlantic University, and the State of Florida.
- E. Perform additional duties as assigned or related to community development and/or safety and security by the Department of Housing and Residential Life professional staff.

## **QUALIFICATIONS:**

Applicant qualifications for this position include:

- A. Registration as a full-time, FAU Honors College, degree-seeking student for each semester of employment. Student staff members MUST register during pre-registration to be eligible for employment for the upcoming semester. Applicants with undergraduate student status must be registered for at least 12 credit hours per semester, not to exceed 17 credit hours per semester. Applicants with graduate student status must be registered for a minimum of nine (9) credit hours per semester, no more than 12 credit hours per semester and 6 credits for the entire summer term for graduates and undergraduates.
- B. Minimum classification as a sophomore, as defined by Florida Atlantic University (30+ credits), by the first day of employment.
- C. The eligible student must have two full semesters (excluding summer terms) of post-high school, college or university experience by the first day of employment.
- D. At least one semester of community living experience prior to employment for the RA position.
- E. Be in good academic standing with the University. This is defined as a cumulative GPA of 2.5 for undergraduate students and 3.0 for Graduate students during the term of employment. Additionally, undergraduate RAs must achieve a minimum 2.25 GPA and graduate students must achieve a minimum 2.5 GPA each semester to remain in good academic standing with the University. RAs failing to meet any of these academic requirements during any one semester will be placed on academic probation or terminated. RAs who fail to meet any of these requirements for two consecutive semesters will be terminated.
- F. Availability to attend Resident Assistant Training and other training sessions deemed necessary by the Residential Life staff. RA staff meetings will be scheduled by the HC as he/she determines the time which best fits all schedules. Depending upon the supervisor, these will be scheduled at various times of the week or weekend. Resident Assistants must have flexibility in their course schedule to accommodate these staff meetings.
- G. Be in good standing with Florida Atlantic University and the Department of Housing and Residential Life (i.e. no disciplinary probation, outstanding financial obligations, etc.).
- H. Effective communication, leadership, and organizational skills.
- I. A respect for, and appreciation of, the diversity of the University Housing population.
- J. A willingness to work daytime, evening, and weekend hours as scheduled, plus hours during holidays and between academic terms.
- K. A willingness to report for staff training approximately two weeks prior to Opening Day for the Fall semester, three to five days prior to the start of the Spring semester, and one to three days prior to the start of the Summer session.
- L. Remaining on campus until closing duties have been completed and until the HC gives authorization to leave. During Winter, Spring, and holiday breaks, RAs are required to continue duty rotation.

## **EMPLOYMENT INFORMATION:**

- A. Compensation for this position includes an on-campus room package for the period of employment at no cost. This includes a single bedroom waiver, cable television, a telephone line with local access, and a paycheck equal to ten (10) hours per week at the rate of minimum wage. RAs also receive a partial meal plan.
- B. The RA is expected to work approximately 10 hours per week.
- C. RAs are selected to work for the Department of Housing and Residential Life, not for a specific area/building. Placement into a specific location is based upon a variety of factors. The Department of Housing and Residential Life reserves the right to change a position assignment at any time, if deemed necessary for the best interest of the Department. Should a candidate decline a position assignment offer, the candidate will be removed from the candidate pool.
- D. Students appointed to this position must be eligible, in advance of the start date, to complete the Student Employment sign-in process. Initial employment and/or continued employment is contingent upon completion of the sign-in process at Student Employment. To complete this process, students must produce a Social Security card and a picture ID (such as a Driver's License) to the Office of Student Employment prior to the first day of work/training. International students must also include a copy of appropriate work permit information and Social Security to Student Employment upon accepting a position. If Student Employment cannot verify student enrollment status, the sign-in process will not be completed.
- E. The first paycheck may take two-to-six weeks, or longer, depending on when the proper ORIGINAL documents were provided to the Office of Student Employment and the sign-in process was completed. ***Direct Deposit of payroll checks is required by the University.***
- F. *Applicants should be aware financial aid may be affected by the compensation of the RA position. All applicants are advised to check with the Financial Aid Office to determine the extent to which their financial aid package may be influenced by employment as an RA.*
- G. The RA may be placed on probation and/or terminated for noncompliance, poor performance of job responsibilities, and/or failing to meet the academic requirements.
- H. Reappointment is not automatic and is dependent upon the results of on-going positive performance appraisals and meeting the academic requirements of the position.
- I. Participation in student teaching, a co-op position, or internship is permitted only with prior approval by the Department. Requests must be made in advance to accepting a position and should be noted during the time of application/re-application.
- J. Resident Assistants are limited to the time they spend away from campus each month. The RA must have the supervisor's approval in advance of taking time away.
- L. As a professional courtesy, Resident Assistants should demonstrate a willingness to provide a minimum of two week's notice (in writing) prior to resigning employment.
- M. Activities outside of academic course work may not interfere with the responsibilities of the RA position. RAs are limited to 10 hours per week of extracurricular activities or commitments. This limitation applies to the sum total of involvement in committees, clubs, athletics and employment outside of this position, both on and off campus. Involvement in extracurricular activities is at the discretion of the Department.
- N. Any requests for special consideration/accommodations must be made prior to acceptance of the position offer.

## **TO APPLY:**

- 1). Application materials must be typed (or printed neatly). All materials must be filled out completely. Incomplete, or hand written applications, will not be considered.
- 2). Submit a current, typed, résumé.
- 4.) Complete and sign the Criminal Background Check Forms.
- 5). Three references are required. Please select individuals who are well-acquainted with you and your work/leadership experiences.
- 6). Fulfill requirements stated on the Programmatic Activity Sheet. Complete the writing assignment and turn both in, together, by the date requested.
- 7). Completed application materials, résumé, programmatic activity sheet, paper, and references must be submitted to the Housing Office by the advertised due date. No late applications will be accepted nor considered.