

RESIDENT ASSISTANT JOB DESCRIPTION

Fall 2018 - Spring 2019

Philosophy of the Resident Assistant Position

The Resident Assistant (RA) is an undergraduate student responsible for developing relationships with and among residents on campus. They also work closely with other Housing and Residence Life staff members to develop and maintain an atmosphere that promotes community through excellence in academics, inclusion, and personal development opportunities for students. As an employee of Housing and Residence Life, each RA will support the TCU and HRL mission statements, and adhere to, administer, and enforce policies and procedures as outlined in the **RA Code of Ethics, Housing and Dining License, and Student Handbook**.

Directed Goals and Expectations of the Resident Assistant Position

Appointment and Contract Period

- RAs are employed for a 10 month period, beginning **August 2018** and ending **May 2019** and are expected to participate in all hall preparation included but not limited to opening and closing procedures.
- RAs will be an undergraduate with at least a sophomore standing and one full year of college experience.
- RAs will be in good judicial standing with the University and the department of Housing and Residence Life.
- RAs' student account will be in good standing. If a financial hold appears, the RA will be contacted and given a deadline to resolve account standing. Failure to resolve the hold may result in termination.
- RAs taking one semester away from the position are eligible to be placed back into the candidate pool the following semester, provided he or she is in good standing with the University and Housing and Residence Life. RAs taking a year away from the position wishing to return, should they have left in good standing with Housing and Residence Life, will be handled on a case by case basis by the Assistant or Associate Directors of Housing and Residence Life.

Academic Qualifications

- RAs must maintain a 2.75 cumulative GPA and be in good academic standing at the time of application throughout their term of employment.

Supervision

- RAs will receive consistent supervision through regular meetings and conversations from one of 13 Hall Directors and will be employed in a hall based on individual staffing needs.
- Hall Directors are professional staff members that live in the building and provide support to on-campus residents. They serve as a guide, sharing their expertise with residents and student staff.

Training Requirements

- Attendance at both Fall and Spring Training is required for employment. Absences from training must be discussed with and approved by the Assistant or Associate Directors of Housing and Residence Life prior to training. Please note these are subject to change and final dates will be communicated with you.
- Participate in Spring RA Pre-Service, usually a Saturday in April
- Attend In-Services as scheduled.

Compensation

- New RAs: Single room based on availability. Silver Meal Plan (1st and 2nd semesters of service).
- Returning RAs: Single room based on availability. Gold (3rd and 4th semesters of service) or Platinum Meal Plan (5th or more semesters of service).
- RAs will receive a monetary stipend for training for both Fall and Spring.
- RAs will receive a monetary stipend for cell phone usage each semester.
- The RA position is based on 15 hours of work a week. TCU policy is that students may work 25 hours a week, so the opportunity to work additional 10 hours at each Hall Office (work study preferred) or another position on campus is available.
- Due to federal government regulations, International RAs may only work a total of 20 hours per week on campus. 15 hours will come from the RA position as described above and each RA will be allowed to work 5 additional hours elsewhere on campus.

Time Commitments and Outside Involvement

- RAs will attend and participate in weekly staff meetings, on-call rotations, meetings with your Hall Director (HD), and regular staff trainings, including: staff development, staff holiday party and end of the year banquet.
- To maintain balance in the RA role and other involvement, time commitments exceeding 15 credit hours of coursework and 10 hours of extracurricular activity should be addressed with the Hall Director. An agreement between the RA and HD will be reached on reasonable hours prior to fall training.
- Work one (1) hour every other week at the front desk for KCE Hour.
- RAs will live in the building they are assigned and be regularly accessible to staff and residents throughout the year.
- RAs will participate in a duty rotation throughout the academic year, including all University breaks and holidays.
- RAs are expected to be present on nights and weekends.
- The RA will inform the Hall Director when absent for any overnight period.
- RAs will participate in scheduled one-on-ones and staff meetings.

Study Away

- RAs who choose to study away must let Housing and Residence Life know two months prior to studying away to coordinate staffing for the next semester or year.
- RAs who choose to study away will be placed back into the available candidate pool for the coming semester, but are not guaranteed a position for the semester they return given space and hiring needs.

I have read and understand the terms of employment. As a staff member of Housing and Residence Life, I have the responsibility to the students, the University and myself. My signature below indicates that I agree to uphold the University's and Housing and Residence Life's policies and philosophy.

Printed Name

Signature

Date

RESIDENT ASSISTANT LEARNING OUTCOMES

Fall 2018 - Spring 2019

Under the general direction of the Hall Director, the RA supports Housing and Residence Life in the development of a student life program within the residence halls. The specific responsibilities of the RA position are divided into the following categories:

Interpersonal and Helping Skills

The RA will...

- IH1. Create opportunities for the personal, social, and academic development of students**
 - a. Be available to assist students and be visible within the hall community and the campus
 - b. Plan and implement programs/activities
 - c. Support and have genuine interest in the traditions of the residence hall, including, but not limited to, Hall Crew Association and other major hall functions
- IH2. Demonstrate helping relationships with residents**
 - a. Get to know each student on your floor or wing
 - b. Create a welcoming environment within your community, including in your room
 - c. Promote an atmosphere of trust, respect, and inclusiveness within the community
 - d. Utilize appropriate communication, both verbal and nonverbal
- IH3. Define and identify student issues and initiate appropriate intervention**
 - a. Identify personal, physical, emotional, and academic student issues and determine when and how to refer with the support of your HD
 - b. Be appropriately confidential
 - c. Demonstrate effective conflict management skills
- IH4. Demonstrate appropriate relationships and boundaries**
 - a. Maintain appropriate relationships and boundaries with hall residents and other staff members
 - b. Abide by the RA Code of Ethics and all University and Residence Hall policies

Community Development and Educational Programming Skills

The RA will...

- CDEP1. Role model constructive and positive behavior through personal, emotional, social behavior and academic pursuits**
 - a. Model an appreciation for diversity
 - b. Demonstrate ethical decision-making
- CDEP2. Interact with students to create a positive group living environment**
 - a. Develop a wing and hall community
- CDEP3. Identify and explain student concerns related to living on campus**
 - a. Report issues regarding policies, procedures, dining services, maintenance etc. to your HD, HRL, or other campus partners
- CDEP4. Demonstrate knowledge of campus departments**
 - a. Maintain positive working relationships with HRL and other University faculty and staff members
 - b. Utilize information regarding campus departments and make connections through resources and referrals
- CDEP5. Implement programming requirements (KCE) as set forth by the department**
 - a. Work collaboratively with the hall staff and HD to organize and implement comprehensive programming
 - b. Complete all required program planning and evaluation materials
 - c. Attend programs in the community and encourage residents to participate in and be supportive and involved in the Hall Crew Association

Self-Responsibility Skills

The RA will...

- SR1. Identify ways and encourage support of fellow staff members**
 - a. Support programs, staff development activities, and encourage staff and students
 - b. Assist in staff responsibilities i.e. Check-ins/out, duty rotations, desk hours, safety checks, etc.
- SR2. Demonstrate responsibility with staff privileges**
 - a. Maintain confidentiality and objectivity in all matters related to students and staff
 - b. Properly utilize resources and access to office within your community

Administrative Skills

The RA will...

- A1. Attend weekly hall staff meetings and prepare weekly reports as required by the HD**
- A2. Participate in all formal and informal staff evaluations**
 - a. Be constructively involved in the evaluation process
 - b. Work with HD and staff to set goals for individual and team performance
- A3. Complete administrative duties and paperwork as needed**
 - a. Submission of work orders, incident reporting, safety check paperwork, fire drills, Maxient reports, reimbursement forms and other materials assigned by HRL staff
- A4. Perform regularly scheduled duty and office shifts**
 - a. Duty includes, but is not limited to, performing rounds, working the office and providing student/staff assistance as needed
 - b. Complete all desk functions appropriately (ie. desk logs, supply check out, lock outs)
- A5. Maintain an open line of communication with the HD**
 - a. Meet regularly with your HD to share job-related information (one on ones)
 - b. Respond to e-mails within 24 hours
- A6. Participate in the recruitment and selection process for hall staff**
- A7. Disseminate and collect information (posters, information from staff meetings, etc.)**
- A8. Strictly adhere to key policy.**
- A9. Perform other duties as assigned by the HRL staff.**

Crisis Management Skills

The RA will...

- CM1. Address and report behavior that endangers the health and safety of residents, as well as behavior that results in damage to University property**
 - a. Identify and report behaviors that are inappropriate and/or in violation of University policies and procedures
 - b. Confront the action in question
 - c. Document any incident(s) within 24 hours