

RESIDENT ASSISTANT POSITION DESCRIPTION UNIVERSITY OF MARY WASHINGTON

GENERAL STATEMENT

Consistent with the objectives of the Office of Residence Life, Resident Assistants develop a supportive environment within their assigned area. They help to create a climate that is conducive to academic achievement, good scholarship, and intellectual stimulation. They demonstrate respect for human diversity and wellness, through both programming and daily interactions within the community. Resident Assistants are energetic, self-disciplined, excellent communicators, and skilled at problem solving. Resident Assistants are part-time staff members who report directly to a Building Supervisor (Resident Director or Head Resident.)

Individual Responsibilities

1. Community Development: Know all residents of the individual living area through direct interactions, and be available and visible to them. Promote individual and group activities that foster a sense of community among the residents. Create a positive living environment that is inclusive and celebratory of the diverse population of the University. Promote Community Values and Self-Determination by Community Standards.
2. Programming: Identify students' academic and extracurricular interests. Assist students by developing balanced programs as defined by the EAGLES Model. Promote and attend individual area (floor, wing, and hall) and building programs. Advise students of resources available to them for programming. Each Resident Assistant is required to complete a number of programs that offer variety. Additionally, they create several informational bulletin boards each academic year.
3. Emergency Resource: Be on duty in the building as specified by Residence Life procedures. Have a working knowledge of procedures to follow in emergency situations. Assist students, staff, and University personnel in resolving emergency situations.
4. Counseling and Advising: On a paraprofessional level, assist students in addressing their personal, social, emotional, and academic needs. Be knowledgeable and be prepared to refer students to University counseling and advising programs. Respect students' confidentiality.
5. Leadership and Government: Encourage development of leadership skills among the residents of individual areas. Assist with the development and support of individual hall/building councils.
6. Behavioral Problems: Assist students in understanding expectations and developing behavioral standards appropriate to group living in an academic institution. When necessary, confront individual(s) whose behavior is unacceptable and when appropriate, refer incidents and individuals to the Assistant Directors.

Staff Responsibilities

1. Staff Team: Work closely under supervisory staff (Head Resident, Resident Director, Assistant Director, et al.) Support building staff and other Residence Life staff members.
2. Communication: Attend all staff meetings as directed by the immediate supervisor, Assistant Director, or other Residence Life staff. Keep open and frequent communication with staff on matters of importance to the students/building. Transmit information from University offices and programs to the students.
3. Duty Coverage: Serve on a rotating basis with other Resident Assistants for daily, weekend, and break duty coverage as specified in the Residence Life duty guidelines.
4. Staff Development: Participate in all fall, mid-year, and in-service training programs as directed by supervisory staff. Attend staff development programs as designed by the immediate supervisor, Assistant Director, or Residence Life staff.
5. Organizational Activities: Participate as directed in major Residence Life activities such as staff and housing selection.
6. Administrative Activities: Participate as directed in all key administrative functions including check-in/out, programs and behavioral reports, maintenance problem reporting, etc. Maintain facilities by promptly reporting concerns about cleanliness, damage, or disrepair.
7. Liaison with Other Offices: Develop and maintain working relationships with key offices such as Academic Advising, Wellness, COAR, Campus Recreation, Psychological Services Center, Student Activities, Multicultural Student Affairs, etc.
8. Policy: Know and support Residence Life and University policies in interactions with students, and by personal example.
9. Additional Responsibilities: Perform any other job-related responsibilities as requested by the Building Supervisor, Assistant Director, or other Residence Life staff.