

**University of Mary Washington
Office of Residence Life and Housing**

Resident Assistant Job Description 2019-2020

The Resident Assistant (RA) serves as a member of the Office of Residence Life and Housing staff, caring for and supporting UMW's residential population. Through their presence and outreach, RAs positively shape the on-campus living experience by providing opportunities for students to make meaningful connections and advocating for their needs. This position will allow RAs to enhance and build leadership skills such as time management, interpersonal communication, public speaking, programming, and conflict resolution. RAs serve as an integral part of the mission and vision for The Office of Residence Life and Housing.

Minimum Qualifications

- Be enrolled as a full-time (12+ credits), degree-seeking student that has completed at least one semester at University of Mary Washington
- Maintain a current and cumulative GPA of 2.25 while employed
- Have lived at least one semester in a residence hall or have demonstrated significant leadership experience
- Remain in good standing with the University in regards to academics and conduct

Community Development and Residential Education

- Maintain consistent contact and visibility with residents on their floor in order to develop rapport with residents
- Refer students to appropriate staff/faculty or campus/off-campus resources
- Engage as a leader in the residential community
 - Hold themselves and residential students accountable for upholding the Code of Student Conduct and Community Standards
- Implement the Residential Curriculum by:
 - Conducting one-on-one conversations with residents
 - Creating informational and educational bulletin boards and door decorations that foster learning outside of the classroom
 - Planning and implementing social and educational events for your assigned floor or wing
- Facilitate community meetings throughout the semester to disseminate information from the Office of Residence Life and Housing, plan community activities, and/or resolve community standards violations
- Uphold all University and residence hall policies, Commonwealth and Federal laws
- Provide a supportive and approachable space that encourages open lines of communication for problems, questions and concerns between RAs and residents
- Collaborate with residents to promote and build a socially just community that accepts and values individual differences and respects the rights of all residents in their community
- Encourage and promote resident participation in residential government leadership opportunities, including community councils and the Association of Residence Halls (ARH); Support these organizations with your attendance and collaboration
- Mediate conflicts between residents using conflict resolution skills

Hall Management and Administration

- Participate in duty rotation throughout the academic year when the university is open
- Follow procedures for break protocol. An RA will need to be on duty each day during the following breaks:
 - Thanksgiving Break:
 - The Wednesday before Thanksgiving, half of the area staff must stay until noon to ensure the residence halls are secured for students' departure
 - An RA is expected to cover the 24-hour duty shift each day starting the Wednesday of Thanksgiving break (11/27/19) until the Sunday (12/1/19) when students return. This does include Thanksgiving Day. The shifts will be divided between RAs on each staff.
 - The RA on duty will be responsible for holding the duty phone for 24 hours. They are also responsible for taking rounds in the building.
 - Winter Break
 - Saturday after finals week all staff must stay until residence halls are secured for students' departure with supervisor approval
 - An RA is expected to cover the 24-hour duty shift each day starting 12/14/19 through 1/6/20. This includes Christmas eve, Christmas Day, New Year's Eve, and New Year's Day. The shifts will be divided between RAs on each staff.
 - The RA on duty will be responsible for holding the duty phone for 24 hours. They are also responsible for taking rounds in the building.

- Spring Break
 - The Saturday of Spring Break, half of the staff must stay until noon to ensure the residence halls are secured for students' departure.
 - An RA is expected to cover the 24-hour duty shift each day RAs starting the Friday that Spring Break starts (2/28/20) until the Sunday that residents return (3/8/20). The shifts will be divided between RAs on each staff.
 - The RA on duty will be responsible for holding the duty phone for 24 hours. They are also responsible for taking rounds in the building.
- Assist with Residence Life and Housing Operations administrative processes such as:
 - Room changes
 - Health and safety inspections
 - Room Condition Reports
 - Occupancy Reports
 - Room lock-outs
 - Check-in/Check-out
- Complete work order requests in a timely manner and report unsafe conditions and facilities emergencies immediately upon discovery
- Assist with emergencies that may occur such as: fire alarms, natural disasters
- Secure master keys and utilize them appropriately

Team Development

- Meet consistently with your Area Coordinator and Senior Resident Assistant for a one-on-one
- Attend weekly staff meetings to be determined by your supervisor
- Attend and contribute positively to all training sessions including:
 - Spring Kick-Off Celebration
 - Fall Training (August)
 - Winter Training (January)
 - In-service (Throughout the fall and spring semesters)
- Participate in Residence Life staff selection processes
- Other duties as assigned

Due to the significant time commitment, RAs are expected to consult with their supervisor prior to pursuing activities (employment, student activities, volunteering, etc.) that require extensive time commitments. RAs must get approval from their supervisor in order to work a second job and are not permitted to work more than 10 hours per week. Additionally, RAs will not be able to serve as president of Student Conduct Review Board (SCRiB), Student Government Association (SGA), Honor Council, Association of Residence Halls (ARH).

Remuneration

Remuneration will consist of an academic year stipend of \$4,100. RAs will also receive a room credit of \$475 per semester.