Resident Assistant Job Description

General Statement

The Resident Assistant (RA) is a paraprofessional staff member of the Office of Residence Life. Resident Assistants are selected for their ability to communicate openly and directly with fellow students, to facilitate a sense of community among residents, to uphold and live the residence hall policies and procedures, to serve as an information resource, and to actively program towards the needs of their residents. RAs are key links in creating positive community-living environments. The quality of their efforts bears significantly upon the quality of life experienced by all members of the residential community.

The RA’s primary duties consist of assisting residents in the development of community, planning and implementing programs to meet the needs and wants of residents, assisting in the administration of an apartment building or residence hall, ensuring safety, and acting as a resource person for residents living in the Residence Life community. RAs are expected to know residents by name and location and develop meaningful, appropriate relationships with each resident. The RA position has responsibilities that will need to be completed every day and will require visibility in and around campus and their assigned residential building.

Qualifications Needed To Be A Resident Assistant

- A minimum of two semesters on-campus living experience.
- Sophomore status (or above) by beginning date of employment.
- A 2.4 grade point average (cumulative and semester) at time of application. Candidates with less than a 2.4 may NOT be hired, but may go through the selection process and placed on alternate status. Continuing RAs who drop below the 2.4 minimum standard for semester or cumulative, may be released from their position or placed on Residence Life probation.
- Must take a full credit load, but not more than 16 credits each semester. His/Her Area Coordinator must approve any exceptions.
- Ability to prioritize RA position over all other non-academic activities.

Physical Requirements

- Physical ability to handle position responsibilities including touring the buildings and responding to emergency situations promptly (use of stairs and elevators).
- Must be physically able to move quickly through congested crowd situation and effectively communicate to a large group of people.
- Actively participate in fire/life safety training.
- Ability to communicate effectively by means of a two-way radio system (as needed) and a telephone.
- Ability to complete paperwork and read IDs.
- Ability to respond to duties at any hour and for prolonged periods.

Responsibilities of A Resident Assistant

1. RAs will be a role model while on campus, in the Green Bay area and/or while with UWGB students. This includes following all university policies, Residence Life policies and procedures, and Wisconsin State laws.

2. RAs will communicate policies and their rationale to residents and establish behavioral expectations. RAs will relay information regarding administrative matters and hall/apartment activities to residents, and share residents’ reactions and concerns with professional staff.

3. RAs will publicly represent and positively support the Division of Student Affairs, the Office of Residence Life, and the University of Wisconsin-Green Bay. RAs are to display loyalty, commitment, and fulfillment of expectations set forth by the University of Wisconsin-Green Bay, the Office of Residence Life. Insubordination will not be tolerated.
4. RAs will keep their Area Coordinator (AC) informed about student concerns, staff concerns, or personal concerns, as they relate to the RA position. A Resident Assistant, through the course of employment by the Office of Residence Life, may come into possession of certain confidential/sensitive information, including but not limited to student information, conduct issues, student/staff personal matters, etc. All RAs must hold this information in the strictest of confidence, and will only divulge to supervisory staff when warranted. (NOTE: As a RA, you have a duty to report any crimes of which you become aware. Failing to do so, will result in disciplinary measures.) RAs are not to use confidential information to benefit themselves or others. Failure to uphold the confidentiality of student information can result in being released from the RA position.

5. RAs will plan and implement programs aimed at the community development, personal development, and the academic success of the residents. RAs will work with other Residence Life staff members to promote a community atmosphere suitable for studying, sleeping, and building successful relationships.

6. RAs are responsible for maintaining a respectful level of community within their building. Although programming is an essential aspect of community development, the administrative and personal aspects of the RA position contribute greatly to community building. RAs will work to produce a sense of community, cooperation, collaboration and a study environment. RAs will work to reduce vandalism, noise, policy infractions, disrespectful behavior, and intolerance. RAs will also attempt to support these standards in other buildings when on duty and/or on rounds.

7. RAs will act as resource persons promoting student services on and off campus to students.

8. RAs will be a bridge with Residence Life governance bodies meeting with the Residence Hall and Apartment Association (RHAA) representatives and/or community council members on a weekly basis.

9. RAs will assist with resident check-in/check-out procedures and other administrative processes, as required.

10. RAs will be actively on duty for their area in accordance with the schedules and policies, and may be asked to assist in other areas. Duty RAs are required for all breaks. If not enough volunteers are found, RAs may be required to work a shift or two over break.

11. RAs will know emergency procedures, and assist with proper implementation, in the case of an emergency.

12. RAs will actively participate in regularly scheduled staff meetings. This may include but is not limited to: all-staff meetings, area meetings, community meetings, programming meetings, Co-RA meetings, one-to-ones, in-services and task force/committee meetings.

13. RAs will be responsible for all required information reading materials (including but not limited to the RA manual; Residence Hall Handbook; Residence Life website and all related web resources; Residence Life memos, letters, emails, and announcements; etc.)

14. RAs will check their university email address, Residence Life RA mailbox and RA telephone daily to keep current on all housing issues, announcements, and postings.

15. RAs will facilitate and submit assessments, evaluations and surveys, as needed.

16. RAs may be held financially responsible for the cost of lock changes due to the loss of keys/swipes, which may include all or a portion of the actual cost. Misuse or loss of keys/swipes may result in termination of employment. RAs are not allowed to access staff keys for pranks/swipes or for personal reasons at any time.

17. RAs will work with the Residence Life staff in the student staff selection process, and may be involved in training new staff.

18. RAs will participate on Residence Life Committees and/or university task forces, as required.

19. RAs will attend and actively participate in Residence Life Staff training two weeks prior to the fall semester, one week prior to spring semester. RAs unable to attend training events in their entirety may be released from the RA position. Pre-approved absences from a minimal portion of training may be granted for exceptional circumstances, and need to be requested in writing to the Assistant Director of Residence Life.
20. Limited employment outside of the RA position may be granted by the Area Coordinator on an individual basis (maximum of 8 hours per week off campus or 10 hours per week on-campus). RAs are responsible for keeping his/her AC updated on employment including their work schedule. Any RAs securing employment without prior approval will be subject to termination.

21. RAs will request and arrange overnight/weekend absences in advance with their CA and Area Coordinator. RAs need to work with their Co-RA to ensure that there will be at least one RA in the building each night. RAs shall have no more than two weekends per month away from campus. A weekend is defined as Friday at 4:30PM to Sunday at 4:30PM. Partial use of a weekend will be considered a full weekend. Any overnight time off during the week will count as time off. RAs not on duty are expected to be in their room/apartment by 2:00AM each night, unless their immediate supervisor has granted prior approval.

22. Participation in leadership opportunities outside the RA position is encouraged. However, involvement in these endeavors must neither detract from the RA position nor may they present a conflict of interest with the RA position. All student leadership positions need to be disclosed to one’s immediate supervisor upon the signing of the RA Contract, with the understanding the supervisor may request a decrease in extracurricular commitments.

23. RAs will perform specific duties and projects as assigned by an Area Coordinator, Assistant Director, Associate Director and Director of Residence Life. RAs may be required to do other tasks assigned by their Area Coordinator or a representative of the Office of Residence Life. These expectations are subject to change without notice.

24. RAs may be required to do other tasks assigned by their AC, the Assistant Director or their designee.

25. RAs will refrain from any behavior which discriminates against an individual or group because of their age, race, color, sex, gender, or other genetic characteristics as defined by the University’s Affirmative Action policy or any other protected category. Any employee found in violation of this requirement shall be subject to corrective action, which may include disciplinary action and/or termination.

26. These expectations/requirements are subject to change without advanced notice.