



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 may be 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. The supervising Area Coordinator must approve any exceptions.
- Ability to prioritize RA position over all other non-academic activities.
- Must be in good disciplinary standing with the university. Candidates currently on probation through the Dean of Students office will not be interviewed or hired.

Essential Functions include but not limited to:

- Able to tour 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 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.

3. RAs will publicly represent and positively support the Division of Student Affairs and Campus Climate, 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 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.
5. RAs will be a bridge with Residence Life governance bodies meeting with the Residence Hall and Apartment Association (RHAA) representatives and/or Event Planning In Communities (EPIC) members as required.
6. 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/policy violations 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.
7. RAs are responsible for maintaining a respectful level of community within their building. RAs will plan and implement programs aimed at the community development, personal development, and the academic success of the residents. Additionally, it is recognized that the administrative and personal aspects of the RA position contribute greatly to community building and should be emphasized. 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 both when on duty and/or on rounds and when visiting other buildings.
8. RAs will act as resource persons promoting student services on and off campus to students.
9. 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.
10. RAs will be responsible for all required information reading materials (including but not limited to the RA manual; Residence Hall Handbook; Residence Life policies and procedures; Residence Life website and all related web resources; Residence Life memos, letters, emails, and announcements; etc.)
11. RAs will know emergency procedures, and assist with proper implementation, in the case of an emergency.
12. 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.
13. RAs will actively participate in regularly scheduled staff meetings. This includes all-staff meetings, area meetings, community meetings, programming meetings, Co-RA meetings, one-to-ones, in-services and committee meetings.
14. RAs will check their university email, Residence Life RA mailbox and RA telephone DAILY to keep current on all housing

issues, announcements, and postings.

15. 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 to gain entry to areas for pranks or for personal reasons at any time.
16. Limited additional employment outside of the RA position may be granted by the Area Coordinator on an individual basis (maximum of 10 hours per week on-campus). RAs may NOT have additional employment during fall and January RA training. It is expected that RAs keep accurate timesheets and that the RA position combined with additional university employment never exceeds 25 hours a week. RAs are responsible for keeping the supervising AC updated on employment including their work schedule.
17. 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 the supervising AC upon the signing of the RA Contract and/or at the beginning of the school year; with the understanding that the supervisor may request a decrease in extracurricular commitments.
18. RAs will inform their supervising Area Coordinator of overnight/weekend absences a minimum of 48 hours in advance of the planned absence through the appropriate process.
19. There may be specific periods during the course of employment where RAs are required to remain on campus.
20. 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 duties may include but are not limited to
 - Assisting with resident check-in/check-out procedures and other administrative processes
 - Facilitating and submitting assessments, evaluations and surveys
 - Working with the Residence Life staff in the student staff selection process, and may be involved in training new staff
 - Participating on Residence Life Committees
 - Other duties as assigned
21. These expectations/requirements are subject to change without advanced notice.