Resident Adviser Position Description 2017-2018
Clark University Office of Residential Life & Housing

The Resident Adviser is a paraprofessional member of the RLH staff selected on the basis of leadership, character, and the ability to relate well with others. Reporting to an Assistant Director or Hall Director, the RA assists residents in meeting their educational, interpersonal and social needs relative to their living environment. The RA’s role encompasses community building, programming, policy enforcement, as well as administrative and staff responsibilities.

Qualifications:
- Must be enrolled as a full-time, registered student in the University’s Undergraduate Academic Program throughout the course of employment.
- Must be in good academic standing with a minimum cumulative GPA of 2.5.
- Must have completed a minimum of two full semesters of undergraduate coursework (at least one being at Clark).
- Must be in satisfactory disciplinary status as determined by the Director of Residential Life and Housing. Students on Disciplinary Probation cannot serve as Resident Advisers.

Community Building Responsibilities:
- Be available, approachable and visible to students in your living environment to assist residents with personal, social, academic and general resources.
- Regularly interact with students on your floor and in your community. Learn their names and information about each student in your area of responsibility.
- Work to maintain open lines of communication in order to foster a positive living environment.
- Conduct floor meetings and update bulletin boards on a schedule outlined by your supervisor.
- Advise and support students on the floor and when appropriate refer them to campus resources (i.e. Hall Director, Assistant Director, Office of Residential Life and Housing, Dean of Students Office, Center for Counseling and Personal Growth, Career Services, Health Services, Academic Advising, and University Police).
- Reach out to residents who are isolated or have concerns, assist them with their adjustments and challenges. Communicate concerns to your supervisor in a timely manner.
- Initiate and sponsor programs of a diverse nature to encourage residents to become active members of their community. Emphasize the residence hall as a “living and learning” environment.
- Act as a mediator in disputes and conflicts. Use appropriate resources to resolve problems.
- Educate residents on University emergency procedures and regulations through floor meetings.
- Encourage and exhibit a respect for diversity with residents to facilitate an inclusive living environment.
- Listen to others and respect the rights of all residents by observing confidentiality except where it would result in harm to a student, to others, or to University property.
- Confront behavior that infringes upon the rights of others or that is not respectful of the community.
- Encourage students to directly confront those who are disturbing them to facilitate an awareness of community responsibility.
- RA’s are role models and, as such, are expected to abide by the rules and regulations of the University at all times, on or off campus.
- Keep supervisor informed of all important situations and developments in the residence halls in a timely manner.
- Serve as part of an on-duty rotation.
- Facilitate the adjustment of new students by assisting with the new student orientation program.
• Support the efforts of RHA and the Hall Council through participation and encouragement in their events.
• Work as a liaison to Physical Plant to verify and report repairs when necessary and work to control vandalism through education.
• Interpret University policies for students, confront violations of the Code of Student Conduct and/or Housing Contract, and write Incident Reports as appropriate.
• Read and know the staff manual and all materials regarding campus resources, policies, procedures, and personnel.

**Administrative Responsibilities:**
- RAs will each be assigned a collateral responsibility within their hall each semester. This may be to coordinate duty schedules for their hall, post publicity materials, manage the Residence Hall's Facebook page, etc.
- All RAs shall actively serve on one RA Committee each semester.
- RAs carry out specific procedures for closing/opening the residence halls each semester under the direction of their supervisor. **All RA staff** will remain on campus until official closing times to complete room checks, collect keys and secure the building. This includes being on campus until 5pm on Wednesday, December 20, 2017 for winter closing and 5pm on Wednesday, May 9, 2018 for the first undergraduate closing.
- Consult and monitor room rosters and assist students in following proper procedures for room changes.
- Complete all administrative paperwork and reimbursements in an accurate, thorough and timely manner. (i.e. Weekly Reports, Room Condition Reports, Incident Reports, etc.).
- Communicate with supervisor on a regular basis and in a timely manner. (i.e. emails, phone calls, weekly report, etc.).
- RAs will check mailboxes in RLH regularly on Monday and Thursday afternoons.
- RAs may also assist in the distribution of contraceptives within their communities.

**Terms of Employment:**
The RA position requires a large time commitment and needs to be balanced carefully with other needs such as academics, social, and recreational activities.
- **Must** attend all training sessions prior to each semester. Please note dates at the end of this document.
- **Must** attend weekly staff meetings from 2-4PM every Wednesday for the duration of the year. Please note that no other commitments can be scheduled during this time and that all meetings are mandatory. You should expect that the entire 2-4PM block will be committed to RA work, including staff meetings, RA Committee meetings, In-Service Trainings, etc.
- **Must** assist in the RA Selection Process and Room Selection Process/Lottery.
- **Must** comply with Residential Life and Housings social media agreement as well as the rules and regulations outlined in the Student Code of Conduct.
- The term of appointment for this live-in position is from mid-August through May, except during periods of time when the buildings are closed. The duty rotation includes Thanksgiving Break (November 22nd – 24th, 2017) and Spring Break (March 5th-9th, 2018) as the buildings remain open.
- May not hold an executive position on Student Council unless permission is granted by RLH, Student Leadership and Programming, and the Dean of Students Office.
- May not serve on the Orientation staff.
- Due to the increased expectations placed on the students who hold this position, all outside commitments (other jobs, internships, clubs, organizations, etc.) must first be discussed with and approved by the RAs supervisor and may be limited to no more than 20 hours per week.
For financial aid and immigration purposes the RA job is considered a 10 hour per week commitment. International students who are RAs may not work more than 10 hours a week in an additional on-campus job.

RAs are expected not to leave campus more than 2 weekends per month and apprise their supervisor when they are not on campus.

Must uphold all policies and standards of conduct as outlined in the Student Handbook.

Performing other duties as assigned by your Hall Director or Assistant Director as well as the Associate Director or Director.

Continued appointment is contingent upon satisfactory job evaluations by the supervisor and Director.

RAs may also be expected to participate in online training components over the summer or during Winter break.

New RA’s are required to attend a training on Sunday, April 23, 2017. All RAs are required to return to campus by 12pm on Friday, August 19th, 2017 for Fall RA Training. All RAs are also required to return to campus by Friday, January 13th, 2018 at 5pm for Winter Training. RAs who did not attend Fall Training or CORE will return by January 11, 2018 at 4pm.

Please consider these dates firm and make travel arrangements accordingly to arrive before these dates and times. Documentation will need to be shown to the RLH Professional Staff if an RA is late for RA Training for any reason (i.e. of flight changes/cancelations).

Documentation will need to be provided to RLH showing your reason for missing training. Failure to provide documentation or providing documentation deemed insufficient by the RLH Professional Staff may result in job probation and may put your employment status in jeopardy.

**Summer responsibilities include:**

**Online self-guided training:**

- All Resident Advisers will interact with the Visual Training Assessment Program (VTAP).
- Online training will be specialized based on experience level that progresses at an individualized pace.
- Participation impacts the design and flow of training.

**Compensation:**

Resident Advisers receive:

- A single room in their assigned residence hall free of charge including free cable television, and free Ethernet.
- RAs also receive the 5 meal plan as part of their compensation, and those in traditional or suite style housing are not required to be on the full plan. If an RA wishes to up the meal plan they may do so, but they are responsible for covering the cost.

*Please note that housing and the 5 meal plan is a condition of employment. Termination or separation from the RA position will result in immediate loss of housing or reassignment to another room on campus. Termination or separation from the RA position will also result in the loss of the 5 meal plan compensation for the remainder of the semester/year.*

- Additionally, RAs develop and refine many marketable skills frequently sought by employers: organizational and time management skills, communication skills, decision-making skills, leadership skills, conflict management skills, crisis intervention skills, etc. RAs also develop self-confidence, establish social networks, and realize that they have made a difference in the lives of Clark students.