Resident Adviser Position Description 2015-2016
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 Area Coordinator 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 Residence Life. 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 the name and something 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, Area Coordinator, Office of Residential Life and Housing, Dean of Students Office, Counseling and Wellness Center, Career Services, Health Service, Academic Advising, and University Police).
- Reach out to residents who are isolated or have concerns, assist them with their adjustments and challenges and 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 and 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 a healthy 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 attendance, participation and encouragement.
• 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, serve as Hall Council liaison, 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 16th, 2015 for winter closing and 5pm on Wednesday, May 11th, 2016 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 Cards, 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.

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 Housing's social media agreement as well as the rules and regulations outlined in the Student Code of Conduct.
• RA's living in Suite or Traditional Lifestyle Housing assignments are required to carry a meal plan that meets the minimum standard for these Lifestyle options. RA's living in Blackstone Hall may choose a meal plan based upon Apartment Lifestyle standards.
• 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 25th – 27th, 2015) and Spring Break (March 7th– 11th, 2016) because the buildings are 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 supervisor, Area Coordinator, Assistant Director or Director.

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

RAs are required to return to campus by 5pm on Monday, August 10th, 2015 for Fall RA Training. RAs are also required to return to campus by Thursday, January 14th, 2016 at 5pm for Winter Training. RA’s who do not attend Fall Training due to their hiring date will return to campus for Winter Training by 9am on Thursday, January 14th, 2016. 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).

There will be a $50 reduction from your semester stipend for any day you miss all or a significant portion of training during Fall or Winter Training. In addition, 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.

Compensation:

Resident Advisers receive:

- A single room in their assigned residence hall free of charge including free cable television, free Ethernet, and free telephone service (except long distance charges).

- Please note that housing 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.

- A stipend of $400 per semester for first year staff members and $450 per semester for returning staff members. Please note that this compensation is considered a financial resource and financial aid candidates selected as RAs will have an adjustment made in the self-help category of their aid packet. It is strongly recommended that you make an appointment with your financial aid counselor to discuss how this position would affect your financial aid package. Financial status is not considered as a factor in selecting RAs.

- 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.