



## **POSITION DESCRIPTION**

### **RESIDENT ASSISTANT**

**Remuneration:** Free room and board (or its equivalent) during the contract period.

**Contract Period:** Two weeks prior to the onset of the Fall semester; one week after the residence halls close (Spring semester).

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#### **ABOUT THE POSITION**

Walsh University is seeking a dynamic, energetic, and mature undergraduate to serve as a Resident Assistant (RA). The Resident Assistant (RA) is responsible for creating and maintaining a positive living environment for the residents of his/her hall and the overall residential community. Primary responsibilities include, but are not limited to, establishing close relationships with residents and staff; planning and implementing educational programs; hall/campus duty coverage; assisting with housing functions; abiding by and reporting violations of policies and procedures; and maintaining an environment which fosters respect, dignity, and collegiality among residents in unison with the ethics and values of the University's Mission Statement. The RA reports directly to the Hall Director and indirectly to the Director of Residence Life.

**NOTE:** a student serving as a Resident Assistant while completing his/her primary student teaching during any part of the contract period must receive approval from the Director of Residence Life prior to signing a contract. This does not include the 5-hour per week pre-student teaching experience.

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#### **QUALIFICATIONS**

- Present undergraduate or graduate students at Walsh University.
- Strong interpersonal skills, positive attitude, organizational skills, and sense of humor are a must.
- Must maintain a cumulative GPA of 2.5, as well as maintain solid academic credentials each semester.
- Completion of a minimum of 12 credit hours prior to date of employment.

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#### **EXPECTATIONS AND RESPONSIBILITIES**

- Provide leadership both academically and socially to fellow staff members and the student body.
- Assist the Hall Director in the functioning of the residential area including, but not limited to, check in, check out, housing placement, maintenance/housekeeping requests, and other administrative duties. This may also include moving of furniture and mattresses prior to opening and as necessary during the academic year and at closedown.
- Participate in duty coverage as assigned and perform all related responsibilities as outlined by his/her supervisor.

- Plan, implement, and evaluate developmental programs each semester per current programmatic guidelines.
  - Initiate floor meetings on a regular basis to determine students' developmental needs, disseminate information, and maintain/promote a community that fosters respect, dignity, and collegiality among residents.
  - Use appropriate helping and listening skills in interactions with fellow staff members and students. Make appropriate referrals (upon consultation with Hall Director).
  - Utilize crisis intervention skills via the use of University resources/staff (i.e., Campus Police, Hall Director, Director of Residence Life, Counseling Services, etc.). Will be responsible in assisting emergency protocol with building evacuations during fire alarms, etc.
  - Be knowledgeable of and abide by University policies and procedures. Report alleged violations of University policies and procedures to the Hall Director.
  - Communicate regularly with the Hall Director and, where appropriate, the Director of Residence Life.
  - Be familiar with offices and services available on campus and communicate such information, where applicable.
  - Assist in collecting data for informational and research purposes.
  - Participate in all staff developmental and training programs as prescribed by your Hall Director and the Director of Residence Life.
  - Maintain privacy in all matters pertaining to the Resident Assistant position.
  - Recognize the extensive commitment in time and flexibility of this position. As such, no off campus time commitment in excess of 15 hours per week (including academics) shall be permitted. Extracurricular activities should be discussed and appropriately negotiated with your supervisor via the Time Commitment Sheet. An academic schedule in excess of 17 credit hours must be approved by the Director of Residence Life.
  - Abide by the terms listed in this position description, the "Resident Assistant Contract," and "Resident Assistant Time Commitment Sheet, and "Resident Assistant Code of Ethics."
  - Act in a manner consistent with one's role as a Resident Assistant and an official representative of Walsh University. Act in a manner consistent with the Mission of Walsh University, Department of Residence Life, and the Division of Student Affairs.
  - Fulfill other duties and special projects as assigned by the Hall Director or the Director of Residence Life.
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