

Senior Resident Assistant (SRA) Job Description

Department of Housing and Residence Life

Role Overview

The Senior Resident Assistant (SRA) is an advanced live-in student leadership position within the Department of Housing and Residence Life. The SRA resides in an assigned campus apartment within a residence hall, fraternity/sorority house, or the Cedarbrook II apartment complex. SRA responsibilities focus heavily on administrative and operational management, particularly front desk operations, roster auditing, and student staff supervision. The SRA serves as a peer supervisor and key resource for Resident Assistants (RAs) and Desk Assistants (DAs) within their assigned area.

Direct Supervisor: Residence Life Coordinator (RLC)

Indirect Supervisor: Assistant Director (AD)

I. Qualifications

Academic Standing & Enrollment: Must maintain full-time academic status and a minimum cumulative GPA of 2.80 throughout employment. If cumulative GPA falls below 2.80, a probationary semester may be granted. Failure to restore the GPA to 2.80 or higher by the end of that semester results in immediate termination.

Prior Experience & Endorsements: Must have completed at least one (1) full academic year of service as a Resident Assistant by the start of the Senior Resident Assistant appointment. Must obtain a positive recommendation from their current supervisor verifying readiness and the ability to work effectively in a team leadership setting.

Conduct History: Must have little to no student conduct history to qualify for and remain in the position.

Core Competencies: Must demonstrate advanced interpersonal, leadership, and communication skills developed through their prior RA tenure or external organizational involvements.

II. Employment Agreement & Terms

Term of Agreement: One (1) academic year, beginning at the determined training date set by the Department of Housing and Residence Life and ending on the date specified in the signed employment agreement.

Agreement Renewal: The Employee agreement is for one academic year and may be renewed for a maximum of two (2) years (4 semesters total) if employee has met job requirements at a satisfactory level. Employees must submit an appeal to return for a fifth (5) semester to the Associate Director of Residential Learning and Leadership Development. To qualify, the employee must have maintained consistent positive performance evaluations, secured supervisor's support, and demonstrated ongoing contributions to the department.

Training Attendance: Mandatory attendance at fall and spring training sessions are required (necessitating early campus arrival). Excused absences for attendance conflicts are at the supervisor's discretion; military obligations (Reserves, National Guard, ROTC) are fully permitted.

Compensation & Remuneration: The position is eligible for a private apartment scholarship (when available), a meal allowance (active only when classes are in session and campus dining is open), paid office hours and rotational on-call duty (up to 20 hours per week), and department work apparel. Presidential Scholars are compensated through Student Employment and subject to taxes.

Outside Employment: Allowed off campus with supervisor approval and communication of hours. Additional on-campus employment is prohibited due to the student employee 20-hour weekly limit.

Resignation & Termination Accountability: If a student staff member resigns or is terminated, they remain financially responsible for the housing contract for the remainder of the semester. Housing and meal plans are prorated, and the student will be immediately reassigned to another space in a different building. All department-issued apparel must be returned, or a fee will be applied to their SOAR account. All compensation is forfeited immediately upon separation.

Appeals Process: Staff facing disciplinary action or termination are entitled to one appeal. Disciplinary action appeals must be submitted to the Assistant Director of the area, and termination appeals must be submitted to the Associate Director of Residential Learning and Leadership Development. Appeals must meet at least one of the established grounds to be considered. All appeal decisions are final.

III. General Availability & Emergency Status

Essential Emergency Staff: SRAs must report for storm duty and assist with emergency/crisis management (e.g., weather emergencies, campus crises) as directed by professional staff.

Presence & Curfew: Must remain reasonably accessible to residents and staff, adhering to a 3:00 a.m. curfew when not on-call or on approved leave.

Closed Weekends: Presence is mandatory during "closed weekends" (typically opening and closing weeks, or as determined by leadership).

Time-Off Requests: Requests for individual days or weekends off must be submitted at least 48 hours in advance for supervisor pre-approval.

IV. Job Tasks & Responsibilities

Staff Supervision & Desk Operations

Desk Management: Oversee the operation of the building's front desk(s). Directly supervise, train, and manage DAs and RAs concerning desk operations.

Staff Accountability & Appraisals: Conduct check-in meetings to maintain desk standards, facilitate training for new mid-year hires, and conduct semester/annual performance evaluations for DAs.

Scheduling & Time Approvals: Manage the SubItUp scheduling software to build and maintain the front desk schedule. Assist the RLC with payroll.

Desk Inventory & Supplies: Maintain a clean, organized front desk environment. Submit supply requests to the department's Office Manager to replenish forms, manuals, and desk materials.

Guest Management: Manage and approve overnight guest requests for the assigned residential area.

Safety & Security Management

Health & Safety: Partner with professional staff to complete health and safety inspections, occasional walk throughs, reporting maintenance defects, and submitting work orders.

Access Card Auditing: Oversee the facility's card access operations, performing daily, weekly, and monthly audits of temporary access cards. Report discrepancies immediately to the supervisor and Technology Manager.

Roster Accuracy: Ensure an updated building roster is physically available at each front desk to verify assignments and monitor facility occupancy.

On-Call Duty Operations

Weekly Rotation: Participate in the weekly after-hours on-call duty rotation, typically starting at 5:00 p.m. on Mondays until 8:00 a.m. the following Monday to Monday). Rotation schedules are finalized during training at the start of each semester.

Duty Expectations: Fulfill all duty expectations consistent with housing policies, responding to after-hours incidents and serving as a critical resource when the Office of Housing and Residence Life is closed.

Holiday Duty: Share holiday on-call coverage equally among SRAs leadership team during university breaks when facilities remain open (e.g., Fall Break, Thanksgiving, Mardi Gras, Easter).

Crisis & Incident Response: Respond immediately to calls to provide visual assessments of emergency conditions. Update Professional Staff on Duty (PSOD) regarding police involvement, mental health crises, facilities emergencies, and severe conflicts.

Equipment Security: Keep the duty phone powered on and at maximum volume for the entire duty shift.

Conduct & Documentation

Documentation: Record all disciplinary incidents and subsequent actions accurately within the Maxient database, escalating immediate-response emergencies directly to the RLC.

Conduct Validation: Act as a formal witness and provide documentation or testimony to validate conduct incident reports or emergencies when required.

Priority Response: Prioritize student safety, wellness, and resident concerns above all other non-emergency tasks.