

Resident Assistant (RA) Job Description

Department of Housing and Residence Life

Role Overview

The Resident Assistant (RA) is a live-in student staff position within the Department of Housing and Residence Life. The RA is required to reside in an assigned room on a designated floor or within an assigned residence hall, sorority/fraternity house, or the Cedarbrook II apartment complex for the duration of their employment. The primary responsibility of the RA is to build and maintain a cohesive community by facilitating educational programming and intentional interactions. RAs manage a floor of 20–70 residents or a housing complex of 5 or more residents, serving as a primary resource and peer leader. Additionally, RAs participate in a daily on-call duty rotation.

Direct Supervisor: Residence Life Coordinator (RLC)

Indirect Supervisor: Assistant Director (AD)

I. Qualifications

Academic Standing & Enrollment: Must be classified as an upper-class student by university guidelines by the start of the employment term. Must maintain full-time academic status and a minimum cumulative GPA of 2.50 throughout the duration of employment. If the cumulative GPA falls below 2.50, a probationary semester may be granted, and the RA will be referred to the academic review process. Failure to restore the GPA to 2.50 or higher by the end of that semester results in immediate termination.

Prior Experience & Endorsements: Internal candidates must have resided in campus housing for at least one (1) semester. Transfer candidates must possess prior RA experience and have lived in campus housing for at least one (1) full year at their previous institution. Professional references and recommendations must verify the candidate's ability to work effectively within a team environment.

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

Core Competencies & References: Must demonstrate strong interpersonal, leadership, and communication skills developed through involvement in internal or external organizations (e.g., high school, college, or community service).

II. Employment Agreement & Terms

Term of Employment: 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 room scholarship (when available), a meal plan (active only when classes are in session and campus dining is open) or meal allowance (when actively employed during breaks and campus dining is not open), paid desk shift hours and rotational on-call duty (up to 10 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: RAs 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

Administrative Responsibilities

Liaison & Communication: Serve as the primary liaison between housing professional staff and residents, facilitating mandatory floor/building meetings and addressing mutual concerns.

Documentation & Operations: Submit timely administrative tasks, logs, and paperwork, including roster verifications and Room Condition Reports (RCRs) during semester opening/closing operations.

Staffing & Compliance: Assist with the recruitment, interviewing, and selection of new student and professional staff, when needed, while actively monitoring assigned residential areas for policy compliance.

Student Engagement & Programming

Educational Programming & Assessment: Plan and execute required educational initiatives and complete program assessments within departmental deadlines, utilizing Eagle Hub when possible.

Resident Outreach & Support: Conduct weekly in-person conversations with floor residents to build rapport, identify needs, and share critical university updates.

Student Resource & Advocacy: Serve as a primary referral agent for residents facing academic, emotional, or physical health challenges, connecting them with campus resources while briefing supervisors.

Front Desk Operations & Facility Security

Access Control & Safety: Monitor building access and entry points during desk shifts, enforcing department visitation policies and managing temporary access card distribution.

Desk Operations & Scheduling: Execute weekly 4–10 hours of front desk shifts while strictly adhering to operational guidelines and maintaining accurate time tracking via SubItUp.

Facility Management & Health/Safety Compliance

Facility Maintenance & Upkeep: Partner with Senior Resident Assistants/Facilities Manager and professional staff to oversee overall facility condition, promptly submitting maintenance requests for interior and exterior defects.

Safety & Compliance Inspections: Conduct routine health and life safety inspections as directed by department supervisors to ensure regulatory and institutional compliance.

On-Call Duty Operations

Daily Rotation: Participate in daily after-hours on-call duty rotation (5:00 p.m. – 8:00 a.m.), including weekend, and holiday rotation schedules. Weekend duty hours are determined by area supervisors based on facility needs.

Holiday Duty: Share holiday on-call coverage equally among area RA team during university breaks when facilities remain open (e.g., Fall Break, Thanksgiving, Mardi Gras, Easter). Holiday duty schedules are finalized at the start of each semester.

On-Call Presence & Coverage Protocols: Remain on-site as Primary RA on Duty and may utilize the Secondary RAOD to leave for class, meals, or campus events for a period not to exceed five (5) hours. Shift trades must be approved in writing by a supervisor.

Facility Security & Rounds: Complete mandatory key and access card inventories during every shift to ensure building security. Conduct scheduled daily building walkthroughs (5:00 p.m., 9:30 p.m., and either 12:00 a.m. or 1:00 a.m. (dependent on weekday/weekend visitation hours). *Exception:* Sorority RAs complete rounds at 5:00 p.m. and 9:30 p.m. due to facility proximity.

Crisis & Incident Response Maintain constant duty phone availability to respond immediately to urgent resident concerns and execute established emergency response protocol.

Equipment Security: Keep the duty phone powered on, set to maximum volume, and accessible at all times during the shift.

Conduct & Documentation

Incident Documentation & Crisis Escalation: Log disciplinary incidents and subsequent actions accurately within Maxient software. Immediate-response emergencies must be promptly escalated directly to professional staff.

Student Safety & Judicial Support: Prioritize student safety and wellness concerns above routine tasks, serving as an official witness and providing necessary documentation or testimony for conduct proceedings.

Updated 7.16.26 by dab