Resident Assistant Job Description

The position of Resident Assistant (RA) within the Department of Residence Life is a live-in position that requires the RA to reside in his/her area of responsibility. The RA is responsible for maintaining and fostering a community on a floor of 20-70 residents. The RA works under the immediate direction of a Residence Life Coordinator (RLC) and is indirectly supervised by the Assistant Director (AD).

Duties and Responsibilities:

I. Administration
   A. Acts as a liaison between the University administration and the students residing on the floor on all matters of mutual concern.
   B. Turns in paperwork assignments by established deadlines and with quality.
   C. Handles administrative paperwork and procedures for residents checking in and out of the residence hall.
   D. Assists the Residence Life Coordinator in ensuring accuracy of hall rosters by knowing who is assigned to the floor/section and making sure they are residing in their proper room assignments.
   E. Notifies the Residence Life Coordinator of any residents who are assigned to the floor but are apparently not living in the assigned space or of residents living on the floor but not assigned.
   F. Assists the Residence Life Coordinator in maintaining key/access card inventory for the building/area and to report any discrepancies. Any missing or unaccounted keys/access cards that cannot be traced back to students will be the responsibility of all staff members to find the missing keys/access cards. Failure to find missing or unaccounted keys/access cards will result in the locks being changed and the total cost for this service will be evenly assessed to all RA, AHC, and Residence Life Coordinator in that building.

II. Counseling
   A. Contacts/communicates with all residents on a weekly basis as a means of establishing friendly relations, identifying problem areas, imparting and obtaining information, and answering questions.
   B. Use of an “open door” policy is strongly encouraged while the RA is in his/her room.
   C. Functions as a resource referral person for students with emotional, health, or academic problems by directing them to the appropriate office on campus and follow through with appropriate notification to RLC.

III. Desk Operation
   A. Work a minimum of four hours at the front desk per week and follow all front desk policies (maximum of 11 hours per week).
B. Work the front desk during hall opening and closing to assist with resident check-in or check-out process. These hours will not be compensated on an hourly basis as they are included in the initial scholarship amount.

IV. General Availability

A. Be reasonably available to residents in the evening hours and on weekends when in town.

B. Resides in the building every night of the week, including during duty, and/or closed weekends.

C. Remains in the residence hall up to 48 hours after closing of each semester to assist with the closing of the residence hall.

D. There will be certain weekends that will be deemed “closed weekends” and all staff will be required to remain in the halls that weekend. Typically, closed weekends are the weekends prior to hall closing each semester, however the Associate Director and/or Director holds the right to declare a “closed weekend” at any time.

E. Remains in the hall and responds as directed during times of crisis (e.g. hurricanes, tropical storms, et cetera).

RA’s will be allowed but are not guaranteed a maximum of two weekends (6 days) off per month. The requests for weekends off must be submitted and pre-approved by the Residence Life Coordinator before leave can be taken. There is a 3:00 a.m. curfew that staff members will be required to meet when they are not on duty and have not declared that day as a “day off.” Days may be taken as individual days (6 max) or weekends (2 max) per month.

V. Hall Duty / Student Discipline

A. Be present and complete all duty tasks while on assigned hall duty. Duty times consist of 5:00 p.m. to 8:00 a.m. of the following day. Weekend duty will be determined by your Residence Life Coordinator.

B. Respond to emergency situations quickly, and make regular visual inspections of the condition of the facilities for communication with the Residence Life Coordinator, AD, or Maintenance Office.

C. Take action based on training and always follow the chain of command when in doubt.

D. Document all disciplinary problems and subsequent actions and refer particular incidents to the Residence Life Coordinator.

E. Serve as witness or provide testimony for the validation of conduct documentation, emergencies, and events, if needed.

VI. Programming

A. Successfully complete the minimum departmental expectations by established deadlines each semester.
VII. **Staff Development**

A. Attend and contribute to Residence Life and area staff meetings.

B. Participate in the residence hall staff selection process which is usually held spring semester and is a closed status day.

C. Be supportive and a positive team player while working with hall and professional residence life staff.

D. Maintain regular and ongoing communication with your Residence Life Coordinator.

VIII. **Role Modeling**

A. RAs must be good role models to all residents. Behavior that is questionable both on and off campus could result in disciplinary action or termination.

**Qualifications**

A. The RA candidate must have a 2.40 cumulative Southern Miss GPA., as determined by the Registrar’s Office at The University of Southern Mississippi, before completing an application for the position.

B. RAs must be classified as an upper-class student (sophomore-senior) at the time they begin their job appointment.

C. The RA must maintain a cumulative G.P.A. of 2.40 and maintain full-time academic status throughout the entire semester to be considered in good academic standing and to keep their RA position with the Department of Residence Life. In the event an RA’s GPA should fall below the 2.40 limit, the RA may be given one semester in which to raise his/her overall GPA back to a 2.40. If the RA is unable to raise the cumulative GPA back to the 2.40 limit, he/she will be ineligible to continue employment. If an RA falls below the 2.40 GPA during any term, he/she will be referred to the Residence Life Coordinator for Assessment & Academic Initiatives.

D. The RA must be able to work effectively with University students in a residence hall environment.

E. The RA must demonstrate a sense of job responsibility and maturity.

F. The RA must be a good role model and follow university and residence hall policies.

G. The RA must show evidence of leadership skills.

H. The RA must live in the residence hall room assigned for the duration of employment with the Department of Residence Life. Leaving employment with the Department will result in removal from that room, floor, and that residence hall.

**Contracts**

The RA contract is for one (1) academic year beginning prior to the Residence Hall opening (on a date set by the Department of Residence Life) and ending 48 hours after the halls close for the spring semester.
Village RAs may be required to stay longer based on the needs of each sorority. RAs receive a scholarship equivalent to the cost of a double room and a meal allowance as compensation for their responsibilities. The maximum renewal for the Resident Assistant contract will be 5 semesters. RAs can appeal to return for a 6th semester to the Associate Director for Residence Education if they have maintained a constant positive overall job evaluation each semester, have the support of their AD, and show proof of contribution to the department for an additional semester.

*Please note—The Department of Residence Life will require staff to remain in the halls during times of crisis (hurricanes, tropical storms, etc…) to assist with preparations and storm aftermath.

RA’s are also required to work during certain holidays when the residence halls are open. Staff members may have to work during Fall break, Thanksgiving break, Mardi Gras break. Easter and other single day holidays throughout the year. Holiday duty will be divided among all staff members and everyone will take their appropriate days of holiday duty.

Staff members will arrive to the halls earlier than resident students for staff training (approximately 10 days) and will remain in the halls after official closing (approximately 2 days). RAs must be present for ALL training requirements and will not be excused for other activities.

A. Staff will be permitted to participate in military obligations (Reserves, National Guard, ROTC, etc.). Conflicts that arise with staff training, check-in, checkout, and other dates will be considered on an individual basis. RAs are expected to do everything possible to be present during these critical times.

B. In the event an RA fails to meet job requirements/expectations prior to the end of the contract, for any reason, the cost for housing and meals for the remainder of the term, should they continue to reside in on-campus housing is prorated. All RAs who resign from their position prior to the end of their term (academic year), are held liable for their housing contract. In addition, the RA will be assessed (effective date of termination/resignation) the remaining scholarship (housing/food fees), regardless if they reside on or off-campus for that semester. There are certain circumstances when buying out of the housing contract is waived (graduation, going abroad, medical reasons, or other circumstances approved by the Associate Director or Director for Residence Education.

C. Staff members who face disciplinary action, job probation, or termination are entitled to one appeal. That appeal should be made to the Associate Director of Residence Education and that decision is final.

*Revised—06/15