



**St. Mary's University  
Job Description**

**Job Title:** Resident Assistant  
**Department:** Office of Residence Life  
**Reports To:** Residence Hall Director  
**FLSA Status:** Non Exempt  
**Prepared By:** Assistant Director of Residence Life  
**Prepared Date:** October 10, 2007

**JOB SUMMARY:** The role of a Resident Assistant (RA) is broad in concept. It is a responsibility through which a RA actually “lives the position.” The role of the RA involves implementing and maintaining a community environment in the residence halls which will result in the greatest educational, spiritual, social and cultural growth for the individual student and the living group as a whole. It should be understood that the description cannot cover all duties and roles performed by the RA. Some duties are unique to each residential area and will be outlined by the Resident Hall Director (RHD) or Graduate Hall Director (GHD) for that area. This is a live-in position.

**ESSENTIAL FUNCTIONS:**

- RA's must live in a staff bed space and be open to relocation during employment.
- RA's must be available to work August through December and/or May. This includes semester breaks, holidays, opening/closing of halls, and training prior to the beginning of each semester. (Training dates will be communicated as soon as possible)
- RA's are required to participate in all staff functions – weekly staff meetings, training, check-ins, check-outs, one-on-one meetings, programs, staff developments, and other meetings as scheduled.
- The RA reports directly to the RHD or GHD for the assigned residential area. Some supervision may come from the Assistant Directors/Associate Director of Residence Life and/or the Director of Residence Life.
- Give the position priority over all areas of activities with the single exception of academic work. Commitments to other activities, including all Greek pledging/associating or active participation in campus organizations must be approved in advance by the RHD or GHD. Additionally, pledging must not occur during the first semester as a RA.
- Forgo all other employment unless approved by the RHD or GHD in conjunction with the Director of Residence Life.
- Provide coverage of the assigned residential area on a rotating duty schedule (an average of 1-3 nights per week) in accordance with the policies established by the Office of Residence Life. Duty coverage may include campus holiday periods. Primary duties consist of being present in the building from 7PM to 7AM, including being present at the front desk or Hall Office from 7PM to 10PM. The RA must be available and make building rounds between 7PM and midnight on weeknights and 7PM and 2AM on weekends. In addition, there is a 7:00AM morning round daily. Backup duty may be assigned as necessary and will be defined by the RHD or GHD.
- Promptly report building maintenance and housekeeping needs to the RHD or GHD. This should be done by maintaining familiarity with the building through regularly scheduled duty times.

- Share in the responsibility for maintaining a safe and secure living environment by enforcing University policies and addressing safety issues. Inform your supervisor promptly of all policy violations and disciplinary issues. Submit written incident reports when appropriate. These reports should be written and submitted to the Director on Duty and your supervisor immediately following the incident.
- Maintain accurate and up-to-date hall records including official documents such as occupancy reports, duty logs and safety checks. Maintain basic communication with your supervisor through weekly reports.
- Work with other staff members to promote a responsible and consistent living and learning atmosphere within the residence halls. Work cooperatively with fellow staff (i.e. committees, programs, providing assistance during incidents, communication, etc.)
- Respond to emergencies in the residence halls and on campus, even if you are not on duty.
- Participate, as directed by the RHD or GHD, in regularly scheduled fire and safety drills. Report any malfunctioning equipment to the RHD or GHD.
- Support the RHD or GHD in the clerical and administrative duties necessary for the efficient operation of the hall.
- Participate with the RHD or GHD in the semester evaluation process.
- Perform other related duties as assigned by the RHD or GHD.

#### **SPECIFIC FUNCTIONS:**

- Know, understand the reasons for, and abide by all the rules and regulations set forth in the Residence Life Handbook and the St. Mary's University Student Handbook.
- You are expected to be a role model for residents at all times.
- Excessive tardiness and absenteeism will not be tolerated. You should call ahead and let your supervisor know if there is a problem.
- Problems and concerns related to co-workers and residents should not be shared with outside parties. All job-related problems and concerns must be kept confidential.
- No misuse of master keys. Illegally entering a room or using keys for any purpose other than approved instances will result in termination.
- Develop and maintain a community environment and provide opportunities for personal growth by operating from a student development framework.
- Encourage student acceptance of responsibility for behavior, which is in tune with the spirit and intent of the University mission and policies.
- Post additional times of availability outside regular duty hours. This should be time when the RA's first concern is for open communication with hall residents. Times scheduled should be sufficient to meet the residents' needs. Schedule must be approved by the RHD or GHD. RA's are required to maintain a minimum of 5 hours of availability time per week. Times may vary throughout the week, but must be at least a one-hour block.
- Serve as a resource to resident students, to include assisting students new to St. Mary's University in becoming acquainted with the University and its programs. Provide mediation in roommate conflicts.
- Know each floor resident by first and last name and room location. Maintain informative communication with the residents through hall/floor meetings, bulletin boards, memos, newsletters, distribution lists, availability hours and personal interaction. Keep supervisor informed on resident concerns.
- Communicate in counseling situations that you cannot promise strict confidentiality; you may be compelled to discuss the matter with a member of the professional staff.

- Work with other staff members to promote a responsible and consistent living and learning atmosphere within the residence halls.
- Each RA must complete a minimum of three programs per semester.
- Each staff must complete an All Hall program each semester.
- The first portion of the Programming Planner/Evaluation form must be completed and approved by the RHD or GHD for your area seven working days prior to your program. This includes requests for cash advances and a copy of your advertisement.
- Advertising for your program must have at least one graphic. All advertising must be posted/distributed at least four days prior to your program. Advertising should be taken down within 24 hours of the completion of the program.
- The program evaluation, resident evaluations, receipts, and leftover money must be turned in the next business day.
- Attend and encourage resident participation in hall and campus activities (i.e. events sponsored by other University departments).

#### **EDUCATIONAL REQUIREMENTS:**

- Maintain the minimum 2.5 cumulative GPA and a 2.0 semester GPA. If at any time the cumulative or semester grade point average drops below the requirement, a mandatory grade contract will be issued and he/she will be subject to probationary status.
- Maintain a minimum of 12 credit hours and a maximum of 18 credit hours. An appropriate academic load for a first semester RA is 15 hours. Any hours in excess of 18 must be approved in advance of registration by the RHD or GHD.

#### **OTHER REQUIREMENTS:**

The following weekends will require additional staff or duty coverage:

- Opening Weekend (Friday, Saturday, Sunday)
  - Due to the training/opening schedule, RAs are not permitted to serve as a SOA during August/January Orientations or serve as a Retreat Staff Member during New Student Retreats.
- Sleeping Bag Weekend
  - Staffs in the FYE halls are required to host baggers as needed and work during this weekend. All staff is required to attend the all-campus program for Sleeping Bag Weekend.
- Alumni Homecoming (Saturday)
- Oyster Bake Weekend (Friday, Saturday)
- Closing Weekend (Friday, Saturday, Sunday)
- Holiday Breaks (Fall Break, Thanksgiving, Christmas, Spring Break, Easter)
- Any other additional coverage determined by the RHD, GHD, or the Director of Residence Life

#### **PHYSICAL REQUIREMENTS OF THE JOB:**

The physical requirements of the job include, but are not limited to:

- Must be able to walk distances, climb stairs, and carry moderate weight objects.
- Must be able to sit and stand for long periods of time.
- Must be able to hear and speak clearly and concisely, both face-to-face and on the phone.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position requires that the employee work in the University's residence halls.