

# Resident Assistant Job Description



## Qualifications

- Be a Viterbo full-time (12 credits or more) undergraduate student enrolled for the coming academic year.
- Possess at least a 2.5 cumulative GPA at the time of application, at start date, and during employment.
- Have on-campus living experience at Viterbo for at least one semester.
- Commit to fulfill position for one academic year.

## General Responsibilities

The Resident Assistant (RA) is a key member of the Residence Life staff. As a front-line paraprofessional, it is the RA's responsibility, under the direction of the Area Coordinators, to assist resident students, serve as a resource person, plan and implement programs, interpret and enforce policies, assist with facility and room change issues, positively represent the department and University, and (most of all) be a key facilitator of community building for your assigned area. The RA position is expected to be the principle nonacademic activity for the student.

Applicants selected for the RA position must return to campus early to attend training in August and January. RAs must also remain on campus later than other students at the beginning of winter and the end of the year, for hall closing and checkouts. Specific dates will be outlined in the RA Contract. RAs must be available throughout the academic year for weekly meetings, in-services, and programs each month.

## Specific Duties

- Know the names and housing assignments of all assigned residents.
- Be available and maintain contact with all residents in the living area.
- Maintain frequent contact with other Residence Life staff members.
- Attend all training sessions, in-service workshops, and staff meetings.
- Conduct regularly-scheduled floor meetings.
- Report maintenance concerns for floor or hall as needed.
- Report physical or mental illness and emergencies to the appropriate professional staff.
- Direct and refer students to proper campus resources.
- Enforce University policies and inform residents of implications and consequences of behavior.
- Perform a variety of administrative duties (check-ins, check-outs, surveys, work orders, information distribution).
- Be visible at major campus activities and remain on campus two weekends per month.
- Recognize and socialize with residents in social and community development activities.
- Plan and organize programs to promote community and personal development.
- Assist in safety and security through rounds, weekly on-call nights, and responding to crises.
- Respond to resident needs as an academic, emotional, and personal support person.
- Act as a positive role model for other students.
- Bona and Marian RAs are to utilize the cafeteria with residents three times a week and Apartment RAs will help with office coverage.
- Other duties as assigned.

## Benefits

The RA position provides a significant learning experience for students. Quality personal and professional development is provided through training, in-services, leadership conferences, and hands-on experience working with a team. The RA position provides development of skills transferable to other career or leadership positions and is a great resume- builder.

Financial benefits include room and board (Tier 2 Value) at no cost. The intention of the Office of Residence Life is to offer each RA with a private room, depending upon availability and housing demand. Single rooms are a priority for RAs once any over-assignments have been eliminated. The room and board benefit is considered a scholarship as part of the financial aid package. Each applicant should check with the Financial Aid Office to determine how the position would impact their financial aid package.