



OFFICE OF
RESIDENCE LIFE

Office of Residence Life

RESIDENT ASSISTANT JOB DESCRIPTION

Expectations

The Resident Assistant (RA) is an integral member of the Residence Life Staff. The RA is a paraprofessional staff member with roles and responsibilities that include, but are not limited to, being a student, community builder, policy enforcer, administrator, role model, programmer, resource, student advocate, and staff team member.

Because the RA is a student first, they must maintain a minimum 2.50 semester and cumulative GPA. This is important for the RA as a student and as a role model for others.

The Resident Assistant is not to be employed by another employer during their tenure as a Resident Assistant. If an RA would like to request an exception to this policy, the RA must request this from their supervisor and/or Associate Director of Residence Life. This outside position must be for no more than 12 hours per week for external positions, and 15 hours per week for positions within Xavier. RAs must receive permission prior to accepting an outside position. If the position takes RAs away from their community too often and negatively impacts their community, Residence Life reserves the right to revoke the outside employment permission. If the RA would like to change their place of employment and/or increase the numbers of hours, an additional approval process must occur.

**Please note the job description can change as updates develop.*

Responsibilities

OPENING AND CLOSING OF RESIDENCE HALLS/APARTMENTS

- Assist with the opening and closing of the halls/apartments each semester and all vacation periods as directed by the supervisor and the Office of Residence Life.
- Stay through hall closing at Winter Break, Spring Break, and Spring graduation to ensure that the floor, building and/or area are properly cleared.
- Return several days prior to opening after the Winter Break period to assist with hall opening and to participate in training.
- Return several weeks prior to Fall opening in August to assist with hall opening and to participate in training.
- Assist with hall coverage during Fall Break, Thanksgiving, Spring Break, and Easter vacation periods.
- If an RA needs to request time away during an opening, closing, or vacation period, they will need to connect with their supervisor and complete a Time away form

COMMUNICATION

- Check mailboxes (Office of Residence life and RA Office), RA office/duty phone voicemail regularly
- Check and respond to Xavier e-mail communication daily
- Maintain an up-to-date bulletin board relaying wing, area, and campus information and activities to residents.
- Acquaint residents with on and off campus services, and make referrals when necessary.
- Meet regularly with area staff and supervisor in order to communicate concerns, share information, and maintain a working relationship.

- Serve as a liaison between staff and residents relaying information regarding policies, administrative matters, and hall activities to residents, as well as share these to areas with the Office of Residence Life.

RESIDENT AWARENESS AND COMMUNITY BUILDING

- Develop an open, *personal* relationship with each community member.
- Strive to be available to talk with residents about concerns, interests, and needs.
- RA's should strive to visit resident's rooms/apartments in their wing/community and provide updates during their 1:1 meetings with their supervisor
- Available a minimum of two hours (between 6 p.m. and 1 a.m.) at least 4 nights per week, including one weekend night.
- Needs to be a visible member of the residence hall and apartment communities; doing this with the option to leave campus up to 10 nights a semester. Exceptions to this must be discussed with your supervisor
- Identify and assist residents with personal, social, academic, or health (mental, physical, and/or emotional) related concerns (current or potential). Keeps supervisor and Office of Residence Life informed accordingly, sharing information and discussing appropriate means of responding to such concerns. This will be done by drop-in visits, formal meetings, one-on-one updates, and appropriate reporting measures (when necessary).
- Proactively strive to build a positive, inclusive community and foster relationships through the awareness and appreciation of differences and diversity concerns.
- Identify residents with special talents and encourages them to become active in hall and campus activities.
- Identify disengaged residents and works to actively engage all residents in the community.
- Appropriately maintain confidentiality with residents and staff members while working in coordination with the supervisor.
- Since much of the RA job happens by just being present on your floor, an active presence is required and mandatory in order to do the job at the standard the Office of Residence Life requires.
- If you plan to be away from your community for an extended period of time, please review the "Nights Away Request form" and have a discussion with your supervisor.

***PROGRAMMING**

- Provide consistent educational, cultural, and social active and passive programs for residents
- Work with students and staff to identify interests and needs. Plan programs at the area and wing level in response to those interests and needs.
- Attend and encourage residents' participation in community and campus events.
- Complete programming proposals, evaluations, and budgetary paperwork within the timeframe given to you by your supervisor.
- Utilize programming funds responsibly, ethically, and in service of residential needs. Maintain all receipts of programming purchases and complete paperwork according to supervisor and SRA protocol.

**After hired, RAs are trained on the programming model and given expectations. Based on changes to the model, programming expectations may vary.*

CONDUCT

- Know, understand and communicate the rationale for, and abide by University, Residence Life, state, and federal regulations.
- Work with other staff members to promote a responsible living/learning atmosphere within the residential area (this includes policy enforcement, program development, and community building).
- Support all decisions of recognized conduct officers including the Director of Student Integrity, Senior Director of Student Affairs, Associate Director of Residence Life, Assistant Director of Residence Life, Apartment Director, Hall Directors, Peer Review Board, the University Hearing Board, and Title IX office.
- Consistently confront inappropriate behavior and document these confrontations within the timeframe required by your supervisor or by the professional staff members on call.
- Participate in an on-duty rotation in assigned residence hall. Schedule will be maintained by supervisors and SRAs. RAs are expected to remain in the residence hall from 8pm-8am, hold a duty cell phone, and respond appropriately to incidents while building community. On weekends, RAs are expected to remain on-campus, holding the duty phone, until noon. RAs

may leave the building for religious services or meals from 8am-noon on weekends. RAs should work with their respective duty partner to split who holds the phone between 8am-noon on Saturday and Sunday mornings and should plan ahead to ensure there is always coverage from 8am-noon in order to respond to early morning lock-outs or crisis situations.

- Understand the importance of confidentiality and work to ensure that all matters are kept confidential, including refraining from sharing pertinent details with fellow Resident Assistants.
- RAs are paraprofessional staff members and are considered first responders and mandatory reporters for Title IX violations. As such, RAs have a responsibility in reporting these violations to the identified professional staff members in Residence Life immediately, regardless of when, how, or who shared this information. All RA applicants will be given protocol information and all RA candidates that have been hired will be trained on this protocol.

ADMINISTRATION

- Responsible for all assigned keys. Payment will be required for all lost keys.
- Complete all assignments thoroughly, accurately, and on time (includes programming paperwork, documentation, and others as assigned by supervisor).
- Report maintenance and housekeeping problems to the supervisor or the Office of Residence Life. Cooperate fully with the Physical Plant staff in achieving a quality physical environment within the halls.
- Assist the Office of Residence Life with student staff selection process
- Assist the Office of Residence Life with various administrative tasks, such as staff evaluations, room inspections, housing surveys, etc.

PROFESSIONAL DEVELOPMENT

- Participate in training programs as established by the Office of Residence Life. This includes, Spring training, August training, January training and up to three professional development sessions (outside staff meeting times) per semester and any online training activities.
- Attend weekly staff meetings and/or other meetings as directed by the supervisor. Attendance at these meetings is mandatory and staff meetings will be two hours in length.
- Participate in staff development programs at the area/campus level as determined by the Office of Residence Life.
- Consult with the supervisor on a regular basis to discuss performance and personal concerns.
- Participate in formal evaluation sessions with supervisor at least once a semester.

PROFESSIONAL CONDUCT AND ATTITUDE

- Focus on the positive, and exhibit a caring and optimistic attitude.
- Act as a strong role model in both academic and personal behavior for the residents of their community, in addition to all members of the Xavier community.
- Objectively and fairly make decisions, not allowing favoritism to enter into judgment with residents.
- Respond to potentially dangerous, disruptive, or illegal situations, misbehavior and crises.
- Promote staff unity and harmony. This includes maturely expressing concerns and resolving conflicts.
- Raise concerns and provide feedback to supervisor and members of the Office of Residence Life in mature, professional, direct, and timely matter.
- Perform all reasonable requests as delegated by supervisor and members of the Office of Residence Life professional staff.
- Adhere to all requirements outlined in the Training and Role Modeling Statements.

REMUNERATION

The remuneration for the Resident Assistant position includes:

- Training on a variety of topics including but not limited to leadership, conflict mediation, diversity and inclusion, conduct enforcement and documentation, communication, etc.
- An on-campus room is provided at no cost
- A board plan (of the lowest cost plans)
- Professional and personal development opportunities