

## RESIDENT ASSISTANT JOB DESCRIPTION

### POSITION IDENTIFICATION

TITLE	Resident Assistant
CLASS	Undergraduate
IMMEDIATE SUPERVISOR	Residence Hall Director and/or Assistant Hall Director

### GENERAL FUNCTION

The Resident Assistant (RA) facilitates the social, academic, and personal adjustment of students to the residence hall and University. The RA develops a sense of community among residents as members of a floor, residents of a hall, and active participants in the residence life system. The RA serves as a positive role model to residents and peer staff members. The RA enforces the policies and procedures of Residence Life, Housing and Dining Services and the University. The RA acts as a liaison between residents and the University administration.

### MINIMUM ACCEPTABLE QUALIFICATIONS

#### *Academic:*

At the time of application, the candidate must have a minimum of 12 completed post-high school semester hours at Missouri State and a post-high school Missouri State cumulative 2.75 GPA. Prior to employment as a Resident Assistant, the newly hired staff member must have a minimum of 24 completed post-high school semester hours at Missouri State and a post-high school Missouri State cumulative 2.75 GPA. During employment as a Resident Assistant, RAs must earn 12-16 credit hours per semester unless prior approval to do otherwise is obtained from the Associate Director of Residence Life. **RAs must also maintain a 2.75 GPA (Semester and MSU Cumulative).**

Transfer students may be granted an exception to apply at the discretion of the Associate Director of Residence Life.

Special Note: Applicants with a Missouri State cumulative GPA of at least 2.5, but less than 2.75, may request permission to apply through the Associate Director of Residence Life. These applicants will not be considered during the initial hiring process, but may remain in the candidate pool for future consideration, providing all requirements stated above are met.

*Student Conduct:* At the time of application, the candidate must be in good judicial standing at Missouri State University. Applicants with current or previous student conduct charges may be granted an exception to apply at the discretion of the Associate Director of Residence Life.

#### *University Residence Life Experience:*

Prior to application, the applicant must have lived in any university housing for a minimum of one semester. Prior to participation in the Resident Assistant Program, an applicant must have lived in any university housing for a minimum of two semesters.

#### *Knowledge, Skills, and Abilities:*

Applicants must demonstrate knowledge of the University and the residence hall system, University and Residence Life policies and procedures. Applicants must also have the following abilities: communicate well in group and individual situations, establish rapport with a wide variety of people, design and implement events and/or activities to meet specific established goals, and respond appropriately to and quickly evaluate building facilities and resident crisis situations.

## **REQUIRED DUTIES AND RESPONSIBILITIES**

### *General:*

1. Attend and participate in weekly staff meetings - every Wednesday from 4:00-6:00 pm.
2. Assist in the supervision of the residence hall, responding to all requests and emergencies during on-call hours and as needed. On-call days are scheduled on a rotating basis and may include holidays.
3. Attend and participate in staff training sessions held prior to the beginning of each semester and throughout the year.
4. Contact the appropriate Residence Life administrator on behalf of the residents regarding issues of concern to the residents.
5. Be available to residents on a daily basis except during time off as approved by supervisor.
6. Attend all scheduled in-services offered during non-meeting times.
7. Attend scheduled one-on-one meetings with the Hall Director and/or Assistant Hall Director.
8. Perform other duties as assigned.

### *Community and Student Development:*

1. Offer assistance and resources to residents regarding personal and academic concerns.
2. Assist residents in their adjustment to roommate and community living.
3. Design and implement events and/or activities for floor members that enhance the social, educational, community, and personal development of residents and connect them to the floor, living-learning community (if applicable), building, and university community.
4. Actively encourage and promote involvement in hall council and Residence Hall Association programs and activities.
5. Work with the residence hall floor president in the performance of duties, if applicable.
6. Design and construct door decorations and residence hall decorations that coordinate with the selected residence hall theme prior to the beginning of each semester.
7. Conduct periodic floor meetings for the purpose of planning events and/or activities, disseminating information, and explaining residence hall policies and procedures.
8. Demonstrate inclusive excellence by creating welcoming environments within your community and residence hall so that people from all backgrounds feel valued, respected, and empowered.
9. Mediate student conflicts at the request of the Hall Director and/or Assistant Hall Director.
10. Respond to all witnessed violations of Residence Life and University policies occurring within any Missouri State residence hall. Prepare and submit the appropriate report to the appropriate administrator immediately following the incident.
11. Attend and participate in University hearings when necessary.
12. Demonstrate commitment to development of living-learning communities through building positive relationships with campus partners, maintaining a consistent focus on the LLC theme, creating and implementing events and/or activities that support the theme of the community, and inspiring residents to be active participants, if applicable.

### *Administrative:*

1. Actively inform residents of pertinent academic and University information.
2. Assist, as requested, in the handling of all emergency situations (e.g., fire, health, safety).
3. Assist in the opening and closing of the residence halls, requiring time prior to the beginning of semester courses and time following the completion of these courses.
4. Receive and promptly submit work requests for maintenance repairs and custodial needs received from residents.

5. Thoroughly assess the physical condition of rooms before and after occupancy.
6. Interpret and disseminate to the residents information/directives from Residence Life, Housing and Dining Services.
7. Assist in special events where Residence Life, Housing and Dining Services plays an important role (e.g., Welcome Weekend events, Showcase, Homecoming, RA Group Process).

If any of the above expectations are not met, the Resident Assistant may be placed in a probationary status. During that probationary period, the RA will have to make performance adjustments to meet those expectations or the staff member may be released from the RA position.

### **ON-CALL**

RAs respond to lockouts, emergency situations, and policy violations. RAs also monitor residence hall conditions, and complete work requests for maintenance and custodial issues as necessary. Being on-call is an ideal time to be visible throughout the residence hall. It provides time to visit with residents and socialize with other RAs.

### **OUTSIDE INVOLVEMENT**

In addition to the RA position, RAs in their first semester may be employed up to ten hours per week outside of Missouri State. Returning Resident Assistants may be employed up to 15 hours per week outside of Missouri State. Outside employment must be approved by the supervising Hall Director and Assistant Director before the RA can begin working. The RA should discuss the possibility of outside employment before applying for the opportunity, preferably at least one month prior to beginning the employment. RAs who are on academic or performance probation cannot seek outside employment in addition to the RA role. If an RA is unable to balance outside employment and uphold expected performance as an RA, progressive disciplinary action may be taken.

RAs may not assume any role of leadership or service that might prevent them from being adequately available to residents and perform RA duties. All extracurricular activities are subject to the approval of the supervising Hall Director prior to participation. An RA who would like to hold an executive position within an organization must first consult with their Hall Director.

**RAs must receive approval from the Associate Director to participate in a practicum or internship experience. Experiences that take RAs from the floor for a significant period of time may not be approved, including experiences which are required for academic programs.**

**RAs may not participate in varsity athletics, marching band, or student teaching.**

### **RESIDENT ASSISTANT SEMINAR**

All incoming RAs will be expected to enroll in and pay for a one-credit hour course (IDS 275), which will be reimbursed at a later date. The objective of this class is to aid in the education of the new Residence Life staff member. Class sections will be arranged and announced at a later date. RAs must pass the class with a "C" grade or better in order to retain the RA position.

### **REMUNERATION**

Room and meals (19 per week) at a University food service facility as per contract. Annual stipend starting at \$1,900. Dining Dollars value of \$170. Local phone service, a refrigerator, a microwave, and a computer/tablet are provided during the period of employment. A bookstore voucher starting at \$325 to be used for educational needs at the Missouri State University bookstore is distributed to each RA at

the beginning of each semester. Resident Assistants must sign a housing contract and pay the required security deposit, and assume responsibility for all long-distance telephone bills.

**FINANCIAL ASSISTANCE AGREEMENTS MAY AFFECT FINANCIAL AID AWARD**

The federal government requires the University to monitor all the resources available to a student who receives federal financial aid. If RA applicants applied for or are receiving a Perkins Student Loan, Missouri Grant, Supplemental Grant, Work-Study job, or a Stafford Loan, those sources of aid may be affected if the applicant becomes an RA. RA applicants should check with the Financial Aid Office before accepting a Graduate Assistantship, Resident Assistantship, Cooperative Education position, or any other part-time job to determine what financial aid adjustment, if any, might be necessary.

**ROOMMATES**

The Residence Life, Housing and Dining Services Department, as stated in the Resident Assistant Financial Assistance Agreement, Line 18, will provide the RA with residence hall room (private room as space allows). The possibility exists that a roommate may be placed with the RA for any amount of time. RAs will be compensated \$5.50 per day if assigned a roommate.

**BACKGROUND CHECK**

Any offer of employment for a Resident Assistant position is contingent upon the results of an inquiry into your background. You will be notified if anything unsatisfactory is found.