

# Resident Assistant Job Description

Note: This job description is subject to change.

**Job Title:** Resident Assistant

**Department:** Residential Life and Housing

**Title Position Reports To:** Residence Hall Director

**Job Summary:** Responsibilities include developing the residential community through coordinated programming efforts, promoting a healthy and positive residential community, confronting and documenting disciplinary issues or policy violation(s), advising residents, and working in a team of five to eight residential life and housing staff members to develop and implement residence-wide goals and objectives.

**Terms of Employment:** Resident Assistants (RA) must maintain a 2.8 semester GPA, must be registered for at least one Adelphi University class, must have completed 24 credit hours, must be an Adelphi Student for at least one semester, and must be in good academic and disciplinary standing. RAs must commit to employment for one academic calendar year. All employees are subject to review at the end of each semester. The Department of Residential Life and Housing reserves the right to reevaluate these year to year contracts on a case by case basis.

## Responsibilities and Duties:

1. Be available, visible, and accessible to students and staff on the floor and/or building to establish and maintain positive relationships within the community.
2. Support, abide by, and uphold the policies of the University, including being a positive role model for the student body. The RA must be able to explain University and residence hall policies, rules and regulations to residents, and enforce, document, and report all policy violations and behavior disrupting the community to his/her supervisor. This applies to any situation that arises on campus, regardless of whether formally on duty.
3. Maintain frequent communication with the Residence Hall Director (RHD), including performance goals and individual expectations for the position. In addition, the RA must keep the RHD updated on situations that arise in the residence halls including academic, health, and social concerns.
4. Serve as a liaison between students and the Office of Residential Life and Housing.
5. Be familiar with campus offices and services and use the appropriate referral process with students including subsequent follow-up.
6. Resolve conflicts between roommates or building residents.
7. Plan, coordinate, and implement a balance of community development, scholarship, diversity, wellness, life skills, leadership, and service on their floor and in the hall serving students' desires and needs.
8. Complete assigned functional assignments (i.e. advise hall council, supervise hall attendants, track programming, etc.) under the direction of the RHD. Please note that assignments may vary from building to building and semester to semester.
9. Complete all administrative tasks, including the documentation, dissemination of information, and properly completing all other office paperwork.
10. Assume weekday, weekend, vacation (Winter Break, Spring Break), and holiday days as determined by Human Resources, and special duty as assigned and scheduled by the RHD. When not on duty and in the residence hall, the Resident Assistant is expected to respond to emergency situations that arise in their building. If a snow day occurs or the university closes unexpectedly, RAs must assume a 24-hour duty rotation.
11. Attend all staff meetings, fall and spring training, in-services, special meetings, end of the semester banquets, housing selection, and staff selection responsibilities as assigned. (*see Time Requirements and FERPA Release Addendum*)
12. Must be present and participate in fall opening/closing and spring opening/closing of the buildings.
13. Complete monthly health and safety inspections of each residence hall room.
14. Participate in individual evaluation sessions each semester with the RHD. These sessions are designed to provide positive feedback and constructive criticism relative to the performance and effectiveness of the RA.

Formal evaluation and assessment of the RAs effectiveness will take place each semester. While the position is designed for a one-year appointment, confirmation of that assignment will be made following each semester's evaluation.

15. As a paraprofessional employee of the university, you are a "mandated reporter." As such, you are required to report certain categories of crimes and incidents including sexual misconduct as covered by the following federal laws - the Clery Act, Title VII and Title IX.
16. Keep course work and other commitments, both on and off campus at a reasonable level. Staff members who anticipate involvement in time-consuming activities (i.e. other employment, student government, internships, student teaching, athletics, etc.) must discuss this in advance with the RHD. Outside employment is permitted, but may not exceed 40 hours during any given month. **The RA position takes precedent over other extracurricular commitments.**
17. Perform all other duties as assigned by the RHD or by the Office of Residential Life and Housing.

**Requirements (knowledge, skills and abilities):**

1. Demonstrated oral and written communication
2. Ability to serve as a role model and mentor for students and staff
3. Good interpersonal skills

**Physical Requirements (if any):**

1. Must live in assigned residence hall in room provided
2. May require frequent walking/movement
3. May require frequent climbing of stairs
4. May require moderate or heavy lifting
5. May require frequent moving of equipment/furniture
6. May require frequent typing for extended periods of time

**Educational/Experience Requirements:**

Enrollment at Adelphi University as a full-time student for one semester prior to the beginning of the employment period and must have completed 24 credit hours and must be in good academic and disciplinary standing; minimum of a 2.8 cumulative grade point average (GPA) at the time of application and maintain a 2.8 semester GPA thereafter; and satisfactory conduct record.

**Compensation:**

Current compensation for RAs includes a single room fee waiver and a full meal plan. If you are currently receiving financial aid, you should be aware that securing employment as an RA will affect your financial aid award. The specific impact this will have can only be determined by Student Financial Services. Please contact Student Financial Services (located in the lower level of Levermore Hall) for more information.

Adelphi University may, at its discretion, modify requirements in some cases to reasonably accommodate individuals with disabilities.

**Approvals**

RA Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Adelphi University is an employment-at-will employer. Nothing contained herein should be understood or construed to constitute a condition or contract of employment. The information set forth above indicated the general nature and level of work expected to be performed by employees within this classification. This description, therefore, is not intended to be exhaustive since it may be altered from time to time, subject to the changing needs of Adelphi University, with or without notice.**