



ST. MARY'S
UNIVERSITY

Job Title: Resident Assistant
Department: Residence Life
Reports To: Residence Hall Director/Area Coordinator
FLSA Status: Non Exempt
HR Approval Date:

St. Mary's University, as a Catholic Marianist University, fosters the formation of people in faith and educates leaders for the common good through community, integrated liberal arts and professional education, and academic excellence.

JOB SUMMARY:

The role of a Resident Assistant (RA) is broad in concept. RAs are live-in peer advisors and educators who work with residents to assist them in addressing their needs within a residence hall and the university community. RAs intentionally facilitates dialogue with individual students and groups of students within a residence hall community. RAs work cooperatively with the Office of Residence Life staff to identify student needs and respond to those needs utilizing a residential curriculum grounded in the Catholic, Marianist heritage of the University, in order to support a students' educational, spiritual, personal, social, and cultural growth. It should be understood that the job description does not capture all the specific details of the duties and roles performed by the RA. Some duties are unique to each residential area and will be outlined by the Area Coordinator (AC) or Residence Hall Director (RHD) for that area. For the 2020-2021 academic year, the RA position will rely heavily on virtual platforms to connect with residents individually, and engage them as a community. *If the University were to close in response to a pandemic, RAs will be expected to continue their RA position remotely, in order to receive the remainder of the RA compensation.*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative Duties:

- RAs are required to participate in all staff functions – weekly staff meetings, RA/CC In-Services (third Wednesdays of every month from 8-9:30pm), trainings, check-ins, check-outs, one-on-one meetings, programs, staff developments, continuing education, RA selection process, and other meetings as scheduled.
- Maintain accurate and up-to-date hall records, including official documents such as occupancy reports, health and safety checks, and duty logs.
- Support the clerical and administrative duties necessary for the efficient operation of the hall.
- Participate with supervisor in the mid-semester and semester evaluation process.
- Check St. Mary's University student email account daily for correspondents from supervisors and respond to requests promptly.
- Serve as a Campus Security Authority and document incidents as needed for federal and state reporting.
- Facilitate Roommate/Living Agreements by October 18, 2020.
- Complete a bulletin board for your hall/area on a regular basis. All boards must be approved by supervisor.

Building Management Duties:

- RAs must live in a staff bed space and be open to relocation during employment.
- RAs 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. **Tentative** Fall training start date is July 21, 2020 beginning at 7pm. **RA move-in date is July 30, 2020.**
- Promptly report building maintenance and housekeeping needs to the AC/RHD and/or the Director On Duty (DOD), and submit the necessary Work Order, if required.

- Learn and utilize StarRez to check-in and check-out residents, find emergency contact information, and other basic functions needed to find information on a resident and contact them as needed.

Community Connection Initiatives (CCIs):

- **Each RA must complete 6 CCIs in the first six weeks and a minimum of 4 CCIs after that.**
- **Each RA is expected to complete 1-2 Building Wide Initiatives with their supervisor.**
- **RAs On Duty during holiday breaks will be required to host a program.**
- CCIs must be submitted through RattlerTracks by the designated timeline your supervisor provides.
- Advertising for your program must have at least one graphic, and start **at least three days** prior to your CCI. In addition, an electronic method of advertising must occur (email, text, or social media). Advertising should be taken down within 24 hours of the completion of the program.
- Utilize materials and fiscal resources in a responsible and prudent manner, including but not limited to the purchase card. Each RA is expected to stay within their hall budget.
- **The CCI evaluation and attendance sheet/roster must be submitted through RattlerTracks.**
- Purchase card and receipts must be turned into the Hall Office immediately after purchase, according to AC/RHD instructions.
- Attend and encourage resident participation in hall and campus activities (i.e. events sponsored by other University departments, staff, and faculty).

Community Development:

- Develop and maintain a community environment and provide opportunities for growth by operating from a student development framework.
- Complete **three** intentional conversations with each resident per semester and track conversations through Google Spreadsheet.
- Post and maintain a minimum of **five hours of availability per week**. Times may vary throughout the week, but must be at least a one-hour block. Schedule must be approved by supervisor. Availability hours can be conducted at the front desk/hall office or virtually.
- Be a visible resource for fellow students, especially floor and building residents. In addition, assist students new to St. Mary's University in becoming acquainted with the University and its programs.
- Know each floor resident by first and last name and room location. Maintain informative communication with the residents through various methods, including but not limited to: hall/floor meetings, bulletin boards, group chats, distribution lists, newsletters, availability hours and personal interaction.
- Work cooperatively with other staff members to promote a responsible and consistent living and learning atmosphere within the residence halls. Encourage the development of a community that values individual differences and respects the rights and opinions of all residents.

Crisis Management Duties:

- 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 12AM on weeknights and 7PM and 2AM on weekends. Backup duty may be assigned as necessary and will be defined by the AC/RHD or DOD.
- Share in the responsibility for maintaining a safe and secure living environment by enforcing University policies and addressing safety issues. Inform supervisor and/or the DOD promptly of all health and safety concerns, emergency medical or counseling issues, policy violations and disciplinary issues.
- Submit incident reports and FYIs in Maxient when appropriate. These reports should be written and submitted online through St. Mary's Incident Reporting page, if possible, immediately following the incident, **no later than 10am the next day**.
- If you are present and/or come upon an emergency situation/incident in the residence halls, respond to that emergency, even if you are not on duty.

Enforcement Duties:

- Know, understand the reasons for, and abide by all the rules and regulations set forth in Your Guide to Community Living On-Campus and the St. Mary's University Student Handbook. This includes all policies related to COVID-19.
- RAs are expected to be a role model for residents at all times (both on and off campus and while on the internet). This includes email, all social networks (including, but not limited to, Instagram, Facebook, Twitter, Snapchat, Group Chats), blogs, and other online communications.
- Encourage student acceptance of responsibility for behavior, which is in tune with the spirit and intent of the University mission and policies. Give feedback to residents on how their behavior impacts others in the community.
- Serve as student health ambassadors and consistently role model behavior expected of all St. Mary's community members. This includes wearing a face mask, engaging in 6 feet of physical distancing from others, and completing appropriate self-reporting tools, as necessary.

Peer Counseling Duties:

- Identify and assist residents with personal, social, academic, or health related concerns. Keep supervisor informed on resident concerns and mediate roommate/suitemate conflicts as necessary.
- 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, including communicating with the Counselor On Duty (COD) as needed.

Staff Duties:

- RAs report directly to the AC/RHD for the assigned residential area. Some supervision may come from other Residence Life professional staff members.
- RAs must inform their immediate supervisor of all nonacademic time commitments outside of the RA responsibilities, including any other regular employment and extracurricular activities. **In the event that a conflict arises between another non-academic activity and the RA position, the RA position should be given priority.** RAs must inform and receive approval from their immediate supervisor prior to accepting another position of regular employment or participating in extracurricular activities that may conflict with the RA responsibilities. RAs are discouraged from going through the Greek-letter organizations recruitment process in their first semester as an RA.
- Excessive tardiness and absenteeism will not be tolerated. Let supervisor know if there is an issue.
- Due to the sensitive nature of confidential information shared in the Office of Residence Life, problems and/or concerns related to co-workers and residents should not be shared with outside parties, including via internet or cell phone communications (Facebook, email, text messages, blogs, etc.). All job-related issues must be kept confidential and only discussed with your supervisor or other member of the Residence Life professional staff.
- No misuse of master keys. Illegally entering a room or using keys for any purpose other than approved instances will result in termination.
- Perform other related duties as assigned by supervisor and/or the Office of Residence Life.

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 RA will be subject to probationary status.
- **Maintain a minimum of 12 credit hours as an undergraduate; 10 credit hours as a law student; 8 credit hours as a graduate student.** An appropriate academic load for a first semester undergraduate RA is 15 hours. Any hours in excess of 18 must be approved in advance of registration by supervisor and Assistant Director of Residence Life.
- In accordance with the St. Mary's University Academic Plan, you must **complete 67% of the credits that you register for in the semester.**

OTHER REQUIREMENTS:

The following weekends will require additional staff or duty coverage, failure to complete these responsibilities could result in termination:

- Opening Week (August 2-10, 2020)
- Sleeping Bag Weekend (Tentative)
- Saturday Showcase (Tentative)
- Family Weekend (Tentative)
- Alumni Homecoming (Tentative)
- Oyster Bake Weekend (Tentative)
- Closing Week (TBD)
- Holiday Breaks (Labor Day, Fall Break, Thanksgiving, Christmas, MLK, Spring Break, Easter)
- Any other additional coverage determined by your supervisor and/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.
- Must be able to read, write, speak and understand the English language.

WORKING ENVIRONMENT:

The Resident Assistant is a part-time, live-in position within one of St. Mary's University residence halls and as such, does not qualify for any benefits offered to full-time employees of the University. The RA does not complete a timesheet but will generally work approximately 20 hours per week (with the exception of check-in/check-out time periods and Fiesta Oyster Bake which may require more hours).

In consideration of the intensity of the RA's job duties, the University acknowledges the necessity for time away from the residence hall. Upon acquiring permission from their supervisor, the RA should schedule an occasional weekend or other convenient time to be away. Leave time will be granted where coverage for the RA's hall assignment can be covered by other personnel.