

Resident Assistant

Position Description

Under the direct supervision of his/her Area Coordinator, the Office of Residence Life Resident Assistant Para Professional staff member is responsible for assisting in the implementation of the Residence Life/Student Development program in his/her residence hall. The Resident Assistant (RA) must project a sense of caring and concern for each member of the living and learning community and assist in the enforcement all university and community code of conduct standards. The RA will put in the time and effort needed to create a positive sense of community in his/her assigned Residence Hall. Resident Assistant's also participate in identifying unique individual, hall/suite, apartment, and building needs, and continually make concerted efforts to address and meet these needs.

Qualifications

- A) Be enrolled as a full-time student (at least 12 credits per semester) at Robert Morris University for the entire period of the position.
- B) Maintain at least a 2.5 cumulative QPA.
- C) Very good Role Model.
- D) Interest in people on an individual basis; demonstrated attempt to be familiar and aware of the needs & rights of others within the living and learning community.
- E) Interest in group/community living and in promoting the positive aspects of community living in an academic setting.
- F) Commitment to student growth and learning outside of the classroom.
- G) Effective leadership skills.
- H) Good verbal and written communication skills.
- I) Positive sense of self awareness.
- J) Self-discipline.

1. Community Development

- a. Develop and maintain an atmosphere in the residence halls which fosters respect for individual rights and promotes community development.
- b. Promote, develop, and maintain the concept and practice of individual and community responsibility among the residence hall population and their guests.
- c. Promote and maintain a residence hall environment which meets the physical and psychological safety and comfort needs of all residents.
- d. Take steps to ensure correction of problems which threaten to violate a safe and secure residence hall community atmosphere conducive to learning.

2. Leadership Development

- a. Attend leadership conference activities as requested.
- b. Actively promote and encourage involvement in the Residence Hall Association.
- c. Strongly promote and encourage resident student participation in recognized University and community organizations and leadership roles therein.
- d. Promote and encourage resident student participation in leadership opportunities and conferences and be available to assist students with such roles.

3. Program Development

- a. Plan, provide and evaluate diversified and active programming in his/her residence hall and system wide, using the Office of Residence Life approved Programming model based on the values and mission of Robert Morris University.
- b. Promote, encourage, and develop a living/learning environment which involves faculty participation in residence hall life.
- c. Fulfill all current Resident Assistant programming expectations and requirements.

- d. Support all Office of Residence Life programs and other community events as directed.

4. Counseling

- a. Provide personal counseling to students as needed and when appropriate. Assist your Area Coordinator in helping residents to obtain assistance from other counseling or service agencies on campus and/or in the community, and in making appropriate referrals.
- b. Provide and receive consultation to/from other staff members on counseling related issues when appropriate in accordance with current University policies.
- c. Respond immediately and directly to crisis situations taking appropriate action according to current University policies. Follow the directions of professional staff members. Appropriately report all pertinent information immediately.
- d. Notify your Area Coordinator of all counseling contacts.

5. Discipline

- a. Appropriately confront, resolve, document, and report all situations, incidents, and actions which are in violation of Federal, Pennsylvania State, and/or Local law and/or University policies and procedures.
- b. Maintain confidentiality as appropriate with regard to student disciplinary matters.

6. Administration

- a. Maintain written and verbal communication with your assigned Area Coordinator and the Office of Residence Life.
- b. Complete incident reports, weekly safety reports, programming reports and other paper work as required and needed.
- c. Provide several hours of student development/interaction time in your residence hall living/learning community each week.
- d. Provide on call coverage in accordance with Office of Residence Life Duty Policies and Procedures and as needed in order to address and resolve problems, student room lock-outs, and to provide general coverage to the residence halls and to take appropriate measures as needed.
- e. Participate in Residence Hall building fire drills as scheduled.
- f. Provide timely and accurate information about problems with the area in and around your residence hall(s) regarding physical up-keep and safety to your assigned Area Coordinator.
- g. Provide timely and accurate written and verbal information about students, staff members, office matters, University issues or other matters that need to be communicated to your Area Coordinator of Office of Residence Life.

7. Additional Duties

- a. Assist in the coordination and implementation of opening and closing of the residence halls at vacation/holiday breaks and at the Fall and Spring Semesters.
- b. Each RA needs to be in contact with their assigned Area Coordinator, Mondays – Fridays, to personally communicate and receive necessary information.
- c. Attend and participate in all RA Pre-Service training sessions, RA In-Service educational sessions, Area Staff Meetings, and additional meetings, functions, activities, etc. as necessary and required.
- d. Attend individual supervisory meetings with your Area Coordinator as scheduled.
- e. Perform additional duties as assigned.

8. General Responsibilities and Guidelines

- a. Help students whenever possible and provide follow through with the student(s) with whom you have assisted to ensure that an appropriate resolution to issues have been achieved.

- b. Sleep or be in your assigned Residence Hall Monday's –Friday's from at least 12:00 AM - 7:00 AM.
- c. Inform and receive approval from your assigned Area Coordinator before leaving Campus for a weekend.
- d. Adhere to all applicable University policies. Follow all applicable policies and procedures for Office of Residence Life para-professional staff members.

9. Joint Position Assignment

- a. Provide additional support with responsibilities as assigned by the Office of Residence Life which could include the following: RHA Advisement, Peer-Education Leadership and group work, Fraternity and/or Sorority Community Advisement, Programming Committee Assignment.