Resident Advisor Position Description 2012-2013
Student Housing and Residential Education
University of San Francisco

I. BASIC FUNCTION

The Resident Advisor (RA) is a part-time student employee of Student Housing and Residential Education. The RA is generally responsible for assisting resident students individually and in groups. In working with a floor, the RA is the primary facilitator of the development of a community and the growth of its individual members through staff and administrative duties.

II. FLOOR RESPONSIBILITIES

A. Individual Student Contact

1. Know names and pertinent information about floor residents; maintain contact with residents through daily and weekly outreach.
2. Be present during opening weekend each semester to introduce new members of the community. Continue to initiate contact and facilitate the building of relationships among members.
3. Maintain a high profile in the assigned residential community, especially during evening hours.
4. Be approachable and receptive.
5. Conduct resident meetings with all floor residents as needed or determined.
6. Encourage students to seek additional help from campus and community resources when appropriate. Know resources and make appropriate referrals.
7. Function as a positive role model on your floor and in the larger University community.
8. Confront and document individual behavior that is disruptive to the community.
9. Utilize mediation resources and the skills gained through training to mediate conflicts on your floor.
10. Respond to student behavior that may be indicative of personal, social, or academic problems.
11. Advocate for under-represented groups while demonstrating sensitivity to the diversity of individual students' lifestyles and cultures.
12. Facilitate Roommate and/or Apartment Agreement Conversations with residents once per semester or as new residents join the community.
13. Work to establish community standards that allow all residents to hold each other accountable for a respectful, safe and secure community.

B. Student Group Activities

1. Provide programming to residents, and involve residents in program planning and implementation of activities.
2. Assist in the support, recruitment, and development of student leaders, including officers of Residence Hall Councils, the Loyola Village Neighborhood Association, and the Residence Hall Association.

3. Communicate regularly with residents through bulletin boards, floor meetings, and regular informal contact.
4. Inform residents of federal, state, local, university, and residence hall laws and policies.
5. Consistently enforce policies and communicate incidents to appropriate professional staff.
6. Foster and encourage participation in various hall and university events.
7. Encourage interaction among all students on the floor and in the hall.

III. STAFF RESPONSIBILITIES

A. Training

1. Attend pre-employment training activities on the campus and hall level. These training activities include, but are not limited to: Creating Community Retreat (Spring 2012), RA Class (6-week course during Fall 2012 Semester), RA Fall Training (August 2012), the Northern RAP Conference (Saturday in Fall 2012) and Spring Training (January 2013). Specific dates will be included in the employment agreement.
2. Participate in weekly staff meetings and in-service trainings which will take place each Wednesday evening from 6:00-8:00 p.m. throughout the year.
3. Participate in in-hall staff development activities.

B. Team Member

1. Participate in hall duty coverage.
2. Know procedures and how to respond to floor/ hall emergencies.
3. Actively support other members of the residence hall staff and Student Housing and Residential Education.
4. Abide by all University and Student Housing and Residential Education policies, regulations, and procedures.
5. Assist in the selection and training of new Resident Advisors.
6. Attend and take an active role in weekly staff meetings.
7. Attend and take an active role in regular individual meetings with the Residence Director (RD) and Assistant Residence Director (ARD).

IV. ADMINISTRATIVE RESPONSIBILITIES

A. Housing and Operations

1. Arrive early and remain in the community after all students have left for break to complete room inventories and all hall responsibilities.
2. Accurately complete all necessary work orders, occupancy reports, surveys, etc. and submit to appropriate professional staff in a timely manner.
3. Report all safety and maintenance concerns to the RD or ARD.
4. Know, understand, and communicate room change procedures.
5. Complete other administrative assignments as directed by the RD or ARD.

B. Residential Education

1. Document all behavioral incidents and concerns and submit incident reports via Maxient.
2. Complete program evaluations and other written reports as directed by the RD, ARD(s), or other Division of Student Life staff members.
3. Post educational bulletin boards at least once each month.

V. SUPERVISION RECEIVED

The Resident Advisor reports to and is supervised by a Residence Director and one or two Assistant Residence Director(s). RDs and ARDs are expected to formally meet with the RA Staff on a weekly basis and regularly on a one-on-one basis. RAs are expected to keep their supervisor informed of floor and resident issues. Regular and frequent verbal contact is expected. Resident Advisors will be evaluated throughout the employment period.

VI. CONDITIONS FOR EMPLOYMENT

1. The RA position period of employment is for one academic year. Reappointment for succeeding years is made only after a review of job performance.
2. First semester RAs may NOT student teach or hold internships. RAs must obtain RD approval for outside employment and other time commitments. Employment outside of the RA job may not exceed 10 hours per week.
3. Candidates for the RA position must have **completed** one semester as full-time students at the University of San Francisco at the time of application and, if hired, maintain full-time enrollment throughout the employment period. RAs wishing to carry fewer than twelve academic credits in any semester must first receive written permission from the supervising Residence Director, in consultation with the Associate Director for Staff and Programs.
4. Candidates for the RA position must have a cumulative GPA of at least 2.5 at the time of application and, if hired, maintain this minimum cumulative GPA throughout the employment period.