

# Resident Assistant

## Position Description

Department of Residence Life • Division of Student Affairs • University of Wisconsin-River Falls

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<b>Title:</b>	Resident Assistant
<b>Department:</b>	Residence Life
<b>Reports to:</b>	Hall Manager directly, Area Coordinator indirectly
<b>Appointment:</b>	Academic year 2008-2009. Tentative start date of August 20, 2008, and end date of May 17, 2009.
<b>Classification:</b>	Non-Hourly
<b>Remuneration:</b>	A single room (when available**), the Any 19 University meal plan, and \$700 cash stipend*: 2 paychecks of \$350, distributed upon successful completion of Fall and Spring Semesters. Estimated value of the total compensation package, including room, board and stipend, is approximately \$6,500. <i>*A portion of the cash stipend is intended to repay the costs of any meals not offered by meal plans during early arrival and training periods of employment. ** Depending upon final new housing contract numbers at the beginning of Fall Semester, RA's may be assigned temporary roommates until permanent spaces become open.</i>

## Position Summary

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The Resident Assistant position is a live-in student staff member. The Resident Assistant is a member of the Department of Residence Life staff in the Division of Student Affairs. The Resident Assistant contributes to the student life program and works specifically to develop and enhance community for residents of an assigned wing/floor. This position requires evening and weekend hours.

Resident Assistants are expected to work with student residents to create an open, inclusive, and supportive residential community. At the same time, because RAs are students themselves, they are encouraged to participate in campus activities and organizations. As such, RAs may participate in, organize, and lead any meetings or other activities, within their rooms, floors or residence halls, or anywhere else on campus, to the same extent as other students. However, they may not use their position to pressure, coerce or inappropriately influence student residents to attend or participate.

## Responsibilities

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**The responsibilities and roles of the resident assistant position include, but are not limited to:**

### Individual Student Contact

- A. Know names and information about residents in assigned community. Maintain ongoing communication and contact with residents.
- B. Maintain a high profile in the hall and on the floor/wing. Be approachable and receptive to residents.
- C. Encourage interaction and involvement in activities among students on the floor/wing.
- D. Establish, maintain, and enhance an environment that is supportive of academic success.
- E. Confront and document inappropriate behavior. Challenge resident's views for the purpose of development and determine when confrontation is appropriate.
- F. Mediate conflicts between residents. Assist residents with increasing their understanding of one another and assist them in compromising and conflict resolution.
- G. Respond to student behavior which may be indicative of personal, social, or academic problems.
- H. Knowledgeable of campus resources and encourage students to seek additional help from campus resources.
- I. Promote and have a broad understanding of diversity issues on campus.
- J. Maintain regular and effective communication with Hall Manager and Area Coordinator regarding

student issues (emotional, behavioral, academic related, etc.)

#### Student Group Activities

- A. Conduct roommate agreement meetings with community members as needed.
- B. Encourage and support community and hall student leaders. Assist in the recruitment, development, and retention of student leaders.
- C. Communicate regularly with residents through bulletin boards, community meetings, and informal contact.
- D. Assist residents in establishing and maintaining positive community standards and in accepting responsibility for community issues.

#### Staff Functions

- A. Attend training and activities prior to hall opening and ongoing in-services as required.
- B. Assist with hall and front desk duty coverage (Hathorn Recreation theme RAs assist with Body Shop desk coverage). Remain knowledgeable of desk policies and procedures.
- C. Know procedures and respond appropriately to floor/wing/hall emergencies.
- D. Actively support other members of the staff and established community expectations. Confront staff members in an appropriate manner when necessary.
- E. Know, understand, and support University policies, regulations, and procedures.
- F. Serve in a duty rotation for assigned hall.
- G. Attend and participate in weekly staff meetings on Monday nights from 8pm to 10:00 p.m. (Students who have academic requirements that interfere with this time, should consult with the Department of Residence Life.)
- H. Attend 1-2-1 on a bi-weekly basis with Hall Manager.

#### Management Functions

- A. Administer administrative procedures (check-in, check-out, community surveys, incident reports, etc.) as required by Residence Life.
- B. Investigate and report room and common area damage.
- C. Know and communicate room change procedures and room sign up information.
- D. Inform supervisor of resident concerns regarding facilities, housing procedures, policies, etc.
- E. Ability to manage projects and balance multiple tasks/responsibilities.

#### Community Development

- A. Provide programs and activities based on the needs of the assigned community.
- B. Involve residents in program planning and implementation.
- C. Facilitate group meetings and lead residents through community building activities.
- D. Meet all programming expectations established by staff and Hall Manager for the academic year.
- E. Encourage participation in programming opportunities offered by Student Life.
- F. Assist with Orientation & Hall Council duties as assigned.
- G. RAs on theme communities have additional expectations.
- H. RAs assigned to South Fork Suites have somewhat different expectations.

#### **Qualifications and Conditions of Employment**

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- A. Must have completed one semester at UW-River Falls prior to employment.
- B. The RA position is a full academic year appointment. If, after being selected and assigned, an RA learns that he/she will be unable to work both semesters, he/she may be required to resign immediately.
- C. Must be enrolled as a full-time student with a maximum of 18 undergraduate credits or 12 graduate credits per semester during the period of employment.
- D. Minimum cumulative grade point average of 2.35 or higher before and during employment.
- E. Student teaching experiences, internships, and outside employment are discouraged and must be pre-approved by the Hall Manager and Area Coordinator (RAs are allowed no more than 10 hours/week outside activities/employment). All other outside extracurricular activities must be

discussed with the Hall Manager prior to involvement.

- F. It is understood that the RA position cannot be easily translated into hours worked per day or week because of the unique nature of the work. The RA job requires regularly scheduled responsibilities and times at which RAs are available and accessible to residents. A reasonable work schedule would include a minimum of 10 hours per week of regularly scheduled responsibilities (staff meeting, staff training, programming, front desk duty, etc.); and a minimum of 14 hours per week of available time at varying intervals during the day and night (typically 4:00 p.m. to midnight). This is time the RA is accessible to residents for informal contact.
- G. RAs are expected to serve as positive role models for residents. RAs are expected to follow residence hall and University policies, as well as state and federal laws. This expectation applies throughout the period of employment, whether on or off duty, on or off campus.
- H. UWRF Residence hall living experience preferred.
- I. South Fork Suites RA candidates must meet eligibility requirements for that building.
- J. Must be able to attend spring, fall and other required training activities.

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Interested candidates must submit a completed application packet, a letter of application and personal resume to:

The Recruitment and Selection Committee  
Involvement Center  
410 S. 3<sup>rd</sup> Street  
River Falls, WI 54022-5001

All application materials must be received by 12:00 p.m. on Friday, February 15, 2008.