



RESIDENT ASSISTANT JOB DESCRIPTION

Reporting to a Residence Life Area Coordinator, the Resident Assistant (RA) is responsible for the student development and administrative functions of an assigned residential living area. As Hood College paraprofessional staff, RAs are facilitators, referral agents, and great communicators who hold their peers accountable. They are self-aware, mature, and organized students. Committed to Hood College, RAs demonstrate excellent time management by balancing extra-curricular commitments with their academic responsibilities. Resident Assistants are often integral in helping to identify students who are having academic and personal difficulties, and helping to keep the residence halls safe environments. They are integral in carrying out the residential curriculum through the implementation of educational activities.

Primary Responsibilities

- **Resident Interaction:** RAs get to know students and have intentional interactions with them. They make themselves available, and they are trusted, respected, approachable, and visible role models. They answer questions, help when needed, and exhibit a high degree of empathy. They facilitate meetings with their peers to guide conversations, implement prepared lesson plans, and provide information.
- **Peer Accountability:** RAs are responsible members of the community that demonstrate responsible and appropriate conduct at all times, on and off campus. Using developed community standards and college policies as guides, RAs empower their peers to hold each other accountable for maintaining a welcoming, safe environment where all residents feel like they belong. RAs serve on a night-time, scheduled, on-duty rotation in which they interact with their residential area to promote a safe community. They also play a key role during emergency situations to ensure facilities are secure and needs are met.
- **Staff Relations:** RAs are members of a staff group supervised by an area coordinator, as well as a member of the broader staff team. Positive interaction and frequent communication between staff members is very important. Attendance at weekly staff meetings is vital.
- **Administrative:** RAs need to complete administrative tasks on time, respond quickly to e-mail, and submit reports in a timely manner.

Time Commitment

- Availability in schedule to work an average of 19 hours per week for both fall and spring semesters, both structured and unstructured. This precludes other campus employment and study away/abroad one of these semesters.
- RAs must not exceed 18 total hours per week of extracurricular activities (athletics, intramurals, organizations, community service, etc.) and/or any other employment. New RAs must pay close attention to balancing the position with other important aspects of college life. All RAs must work very closely with their supervisor to have all time commitments approved.
- Particularly during the first six weeks of the fall semester, more of a time commitment is required to help acclimate new students to the campus culture.
- RAs are on campus a couple of weeks in August before move-in for extensive training. They then assist with move in and Orientation.
- To inspect the buildings and complete other important tasks, RAs stay during building closings such as break periods and at the end of the spring semester in May.
- RAs are expected to attend regularly scheduled meetings with their supervisor and weekly staff meetings.
- Because of time commitment issues, RAs may not serve as Orientation Assistants.

Success Factors and Working Conditions

- Interpersonal skills: Ability to establish and maintain effective working relationships, enjoy people, remain open-minded, work independently but also as a team-player, be assertive, and dial direct when there is an issue.
- Ability to understand one's emotions and how they can affect other people; ability to know one's strengths and areas of improvement.
- Ability to follow directions.
- Ability to coexist in the place of employment. Resident Assistants will both live and work in the same residential area. It is vital that the RA be able to successfully perform expected duties while also sustaining an academically-focused environment for themselves and their residents in addition to a well-balanced life.
- The ability is preferred to lift boxes or items of thirty pounds or less and move tables and chairs when needed for meetings.

Minimum Qualifications

- Undergraduate, sophomore class status or higher at the start of employment.
- Cumulative Grade Point Average (GPA) requirement of at least 2.50, and must maintain a 2.50 minimum GPA each semester.
- Remain in good standing with respect to conduct and student accounts.
- Must have lived in Hood College housing for at least one semester by the date of applying.
- Knowledge, skills, and attitudes align with job description and can meet time commitment.
- Student accounts of RAs must be cleared of all holds. They must register for classes for the Fall 2020 semester no later than April 24.
- Ability to exercise discretion, enforce policies, appreciate diversity, and maintain privacy regarding behavioral and conduct matters.
- Possess a strong sense of humor.
- Have a welcoming, open, and accepting attitude toward all members of the campus community.
- Ability to multitask.
- Ability to be a Mandatory Reporter: It is important for RAs to use discretion with private information. However, it is vital that information shared with RAs be reported to their supervisor. Hood College Resident Assistants are mandatory reporters under the federal Title IX Statute. This means that because other students recognize RAs as being in a position of authority, they may disclose sensitive information (such as sexual misconduct and harassment), which must be officially reported up by the RA to their supervisor.

Benefits

For the 2020-2021 academic year, the tentative draft of the financial compensation package is the following:

- Single room financial aid scholarship for fall and spring semesters (average value: \$7,630)
- Stipend paid throughout the academic year in four installments. \$800 for upperclass area RAs and \$1,000 for first-year area RAs

Note: Interested students are encouraged to contact the Office of Financial Aid to inquire how the benefits will affect them prior to applying.

Some of the other benefits which go along with the RA position include the following:

- Student leadership training
- Ability to network with various college officials
- Working with peers to make a difference in lives of others