



Holy Cross

OFFICE OF RESIDENCE LIFE AND HOUSING

Position Description for 2008-2009

Resident Assistant (RA)

RESPONSIBILITIES:

A Resident Assistant (RA) attends to a floor of approximately 30-60 residents, works with a peer student staff of 6-12 Resident Assistants (RAs), and reports directly to a Community Development Coordinator (CDC) or a Student Resident Director (SRD). The RA has primary responsibilities for supporting a respectful and responsible living and learning environment through programming, advising, policy enforcement, and other administrative details necessary to develop a sense of personal citizenship and community in a residential setting. In addition, the RA is expected to serve as a role model for others while conducting him/herself in accordance with the College and Residence Life policies and Community Standards set forth in the Holy Cross Student Handbook and the Residence Life Staff Manual. The following are the minimum expectations and qualifications of a RA. Please note that this is a multifaceted position and the RA may be assigned other duties by the Professional staff in keeping with the spirit of this position description.

Community Development/Programming

- Develop and maintain a sense of community on the floor in which residents feel comfortable expressing his or her concerns and ideas.
- Establish a positive rapport with all the residents of the floor through community builders, individual conversations, and programming efforts.
- Schedule two resource hours per week.
- Address problems and potential problems in a timely and responsible manner and refer students/staff to appropriate campus and community resources.
- Assist students with personal, social, and academic concerns in an atmosphere of support and with respect to their right to privacy.
- Encourage students to take an active role in hall matters through shared-governance and personal responsibility.
- Conduct regular floor meetings that allow for social interaction, exchange of ideas and discussion of problems.
- Create and maintain a themed bulletin board once per month.
- Be informed and pass along information about campus events, extra-curricular opportunities, community events, and general announcements.
- Plan, implement, and evaluate a minimum of four community builders and four programs during the academic year in accordance with the programming model.
- Work with other RA building staff and House Council to plan, implement, and evaluate at least two building-wide programs each semester.
- Connect and collaborate with faculty members, peer educators and other campus offices to offer programs which cater to the needs of the residents.
- Facilitate programming and communication with peer educators assigned to your hall.
- Encourage residents to join House Council and assist with programming efforts.

Policy Enforcement:

- Encourage residents to respect the rights of others and emphasize individual responsibility and self-regulation in matters of personal behavior.
- Communicate to residents their rights and responsibilities as residents of the hall.
- Work weekend duty and special duty nights including campus-wide rounds and on call responsibilities.

- Confront and document situations which violate Community Standards and/or student conduct policies.
- Serve as an emergency contact for students.
- Educate students with regard to personal safety, theft, fire prevention, and policies regarding sexual misconduct.

Advising/Helping:

- Address individual and group problems and potential problems in a timely and responsible manner and refer students to appropriate campus and community resources.
- Assist individuals with personal, social and academic concerns in an atmosphere of support and confidentiality.
- Recognize and suggest possible outlets for talents and interests of individual residents.
- Utilize knowledge of available resources on campus in order to make appropriate referrals.
- Mediate roommate conflicts as they arise.

Availability:

- Be available, accessible, and approachable to residents, the RA building staff and your supervisor.
- RAs are expected to maintain residence in the rooms assigned to them from the first to the last day of each term, with limited overnight absences (including weekends). Inform the appropriate Professional Staff Member of plans to leave the campus for more than a day.
- RAs are expected to leave for break only after they have ensured that proper procedures have been followed in closing and securing the residence hall.
- RA staff should make a special effort to spend as much time as possible in the building. This position should be second only in priority and time commitment to a RA's academic work.

Administrative:

- Attend weekly staff meetings on Tuesday nights.
- Attend regularly scheduled individual meetings with your supervisor.
- Attend Spring Staff Orientation, Fall training (two weeks before start of classes), and January training (1-2 days before start of classes).
- Assist with the opening and closing of residence halls. All Residence Life & Housing Staff Members are required to stay at least 24 hours after the final exam (Sunday, December 20, 2008 & Sunday, May 22, 2009) and return to campus at least 24 hours before the residence halls open (Sunday, January 11, 2009).
- Conduct monthly Health/Safety inspections to support the efforts and work with College staff and other students with respect to cleanliness, safety, and general maintenance (i.e.: Housekeepers, Custodians, Public Safety Officers, etc.).
- Serve as liaison between the RA building staff and the Office of Residence Life & Housing.
- Set up voice mail within one day of arriving on campus in the fall.
- Check staff mailbox (Hogan 122 and residence hall staff office), email, and voice mail on a daily basis.
- Assist with RA selection and the Housing Selection Process.
- Perform various administrative tasks as requested by your supervisor or the Office of Residence Life and Housing including: quality of life surveys, evaluation forms, etc.

Qualifications:

- Rising sophomore, junior, or senior students.
- Minimum 2.5 cumulative GPA.
- Demonstrate leadership abilities, strong organizational and interpersonal skills.
- As both a student and a staff member, the RA must successfully balance personal academic responsibilities with the duties of this position.
- Adhere to a maximum of 10-15 hours of extra-curricular time commitments outside of the RA position per week. (Commitments exceeding the maximum must be approved by the CDC)

* Please note that some responsibilities may change in support of Montserrat.