

University of St. Thomas

Resident Advisor Position Description

Development

Community Interaction

- ◆ Strive to develop a rapport with residents that is characterized by regular personal contact
- ◆ Pursue intentional and meaningful relationships with residents on floor
- ◆ Develop a community agreement which outlines behavioral guidelines and expectations of the floor (house), including the development and maintenance of a clean, attractive environment
- ◆ Facilitate and implement regular meetings with the floor (especially frequent in September and February) for the purpose of communicating information, planning activities, and building a community
- ◆ Create and implement activities/programs according to the Campus & Residence Life Programming Model
- ◆ Advise the House Chairs by meeting with them on a regular basis, sharing appropriate information, and providing them opportunities to positively impact the community

Resident Interaction

- ◆ Peer Counseling
- ◆ Have a working knowledge of the campus and community support services available to the students
- ◆ Facilitate the resolution of roommate, house, and interpersonal conflicts
- ◆ Facilitate the roommate agreement process
- ◆ Maintain awareness of any physical, behavioral, academic or psychological changes that may occur in residents
- ◆ Crisis Intervention: to have working knowledge of the proper procedures for responding to behavioral, medical, psychological, and environmental emergencies

Administrative

Information and Communication

- ◆ Provide through personal contact and meetings, information relevant to the residents
- ◆ Act as a communication link between the Residence Life Office and the students when representing the needs and concerns of either group

Duty

- ◆ Duty begins at 8 p.m. and ends at 8 a.m. on an average of one evening during the week and one evening every other weekend
- ◆ Duty responsibilities will include coverage on “big duty” nights (i.e. Homecoming, Halloween, Spring Fling, etc.)

- ◆ During duty shifts monitor safety and security of the residence hall

Building Operations

- ◆ Work four hours each week at the hall desk (except Murray Hall)
- ◆ Maintain open communication with supervisor and operations manager on work orders and floor occupancy
- ◆ Complete, organize and update Room Condition Reports during check - in/checkout and room changes
- ◆ Assist in opening and closing of the residence hall
- ◆ Assist students locked out of their rooms in accordance with set procedures

Other Tasks

- ◆ Participate in student leader selection process and the formal evaluation of hall staff
- ◆ Complete regular programming reports
- ◆ Complete weekly reports as requested by supervisor
- ◆ Fulfill other various administrative responsibilities as directed by the Residence Life Office

Policy Implementation

- ◆ Understand the philosophy and procedures of the University disciplinary process
- ◆ Confront persons who violate University and/or Residence Life policies follow up with situations as needed
- ◆ Attend and participate in disciplinary hearings as deemed appropriate
- ◆ Apprise other staff members and the Hall Director of behavioral misconduct

Training and Development

- ◆ Attend all training meetings scheduled in the spring semester for newly selected and returning staff members along with the Spring Leadership Challenge in April
- ◆ Be present for and actively participate in Residence Life training sessions and Fall Leadership Institute held in August
- ◆ Attend and participate in training sessions held during J-Term
- ◆ Attend weekly staff meetings and contact meetings with building supervisor along with staff retreats
- ◆ Recognize one's own limitations in dealing with the problems of others and know when to seek help and consultations of professional staff members

Eligibility

- ◆ Must maintain a cumulative GPA of 2.50 or above
- ◆ Maintain a full academic load during employment
- ◆ Consult with hall supervisor regarding outside commitments (i.e. outside employment, intercollegiate or club sports, or co-curricular activities). Any outside commitments of 10 hours/week or more must be approved by your supervisor.
- ◆ The Residence Life Office may release Resident Advisors from their positions as deemed necessary

Contract Information

- ♦ A single room, a board plan for approximately \$1300 per semester, and a \$450 stipend paid out in equal increments during the specified employment period
- ♦ Fall move-in day for Resident Advisors is scheduled for August and remain on contract through May
- ♦ Assist in duty coverage over academic breaks (i.e. Thanksgiving, Christmas, J-Term, Spring Break, and Easter)
- ♦ Half of each building staff is allowed to be away during J-Term. Staff members should consult with building supervisor in early September regarding J-term plans