Resident Assistant (RA) Position Description

Depending on assignment, this position is an academic or calendar year assignment, approximately 20-hr per week position that reports directly to a full-time Residence Hall Director (RHD) and/or a part-time Graduate Assistant Residence Hall Director (GARHD).

KNOWLEDGE AND SKILLS:

- Effective written and oral communication skills
- Demonstrated event planning skills
- Understanding of and commitment to a multicultural/diverse campus community
- Ability to work independently and meet multiple task deadlines
- Developed time management and organizational skills
- Ability to establish and maintain effective student and staff relationships
- Positive attitude and commitment to helping others
- Willingness to grow and learn
- Awareness of and commitment to the mission of Housing and Residence Life and Northern Arizona University

QUALIFICATIONS & REQUIREMENTS:

- At time of application, have at least a 2.5 or higher cumulative grade point average (GPA). If offered an RA position or alternate RA status, you must maintain a 2.5 semester and cumulative GPA to remain eligible for the position.
- Have completed at least 24 credit hours (from NAU or another institution) by the end of the spring 2016 semester.
- Have lived in a residence hall for at least one semester (at NAU or another institution) by the end of the spring 2016 semester.
- Be enrolled as a full-time student (12 credit hours for undergraduate students or 9 credit hours for graduate students) during the fall 2016 and spring 2017 semesters in order to remain eligible for the RA position. CCC2NAU enrollment does not meet this requirement.
- You are applying for the full 2016-2017 academic year; only one semester of employment is not an option.
- You will be expected to return to campus for training in August, several weeks before classes begin.
- You must currently be a student enrolled in Northern Arizona University classes and attending classes on the Flagstaff Mountain campus.
- The RA position allows limited outside employment and involvement hours:

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<th>Table of Acceptable Combinations of Extra Hours</th>
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<td><strong>Combination #1</strong></td>
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<td><strong>Combination #3</strong></td>
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- Your financial aid package can be affected if hired as an RA, and it is your responsibility to contact the Financial Aid Office to learn how your financial aid might be impacted.
- Applicants must be in good standing with the University. Those currently sanctioned with University and/or Contract Probation through Housing and Residence Life and/or the Office of Student Life are ineligible for consideration.
- If hired as an RA or accepted as an alternate RA, you must complete EPS 406 (2 credit-hour RA Pre-service class) with a "C" or better during the spring 2016 semester on the Flagstaff Mountain campus.

GENERAL RESPONSIBILITIES:

An RA is a trained peer and role model who leads those living in a residence hall or apartment community on the NAU campus. An RA has many roles and responsibilities, including, but not limited to, building a residential community through
programming, acting as a peer mentor for students, being a familiar first resource for students with academic or institutional questions, and enforcing Housing and Residence Life policies as well as the Student Code of Conduct. RAs go through a rigorous training process. An RA must balance their own schedule and priorities with the needs of the position and of the students they are supporting. Above all, an RA must be an example and uphold professional and personal accountability as outlined in the RA Agreement.

SPECIFIC RESPONSIBILITIES:

**Student Interaction**
- Get to know residents and build rapport
- Be available and a visible presence to residents; spend adequate time on residence hall floor/wing, and regularly interact with the hall/floor community. (RHD/GARHD will determine specific time considerations)
- Be approachable and accessible to residents
- Encourage residents to become involved on the floor, in the hall, and/or on campus
- Balance RA role and responsibilities with personal relationships with residents
- Model appropriate behavior
- Support residents' academic work
- Assess residents' needs and connect them with campus resources
- Make appropriate referrals of all individuals with problems beyond the RA's capacity of handling
- Serve as a role model for residents and other staff; this includes upholding laws, policies, and procedures of the State of Arizona, NAU, and Housing and Residence Life

**Community Building**
- Assist residents with getting to know each other and help foster relationships amongst them
- Create an inclusive and welcoming environment for diverse populations
- Promote an academically supportive environment
- Encourage residents to respect the rights of others and to approach one another with concerns
- Confront behaviors that may be in violation of university policy
- Mediate conflicts and assist residents with conflict resolution
- Assess students' needs and plan/implement events accordingly
- Encourage residents to organize activities and be an active participant of the community
- Conduct floor/area meetings with residents on a regular basis to discuss floor items, to provide information about hall policies/closing/reapplication and to answer questions
- Implement and meet the expectations of the HRL Model of Development and Learning (MoDL) and any community requirements and expectations from the RHD/GARHD

**Administrative Responsibilities**
- Complete job tasks and assignments thoroughly, appropriately, and in a timely manner
- Be punctual and prepared for training sessions, staff meetings and one-on-one meetings
- Develop and employ appropriate time management and organizational skills
- Follow through with duties and expectations at the front desk during assigned weekly 6-hours
- Carry out on-call responsibilities, including scheduled coverage of weekdays, weekends and holidays
- Check resident rooms prior to opening and public areas of assigned floor/area regularly to report maintenance needs
- Assist with resident check-ins/outs, key distribution and collection, and associated paperwork
- Post all approved information/announcements/flyers and remove materials in a timely manner
- Know and use emergency procedures and communicate all emergencies to the RHD/GARHD
- Write information reports clearly, in third-person and submit in a timely manner
- Assist with departmental processes including RA selection, reapplication, departmental surveys, and other tasks scheduled with advance notice
- Assume other responsibilities as designated by the RHD/GARHD
Relationships with Staff

- Be an approachable and accessible resource for staff members
- Take initiative to develop and maintain positive and collaborative staff relationships
- Be a helpful resource
- Role model ethical work habits
- Contribute to the team and share the workload
- Communicate respectfully while sharing and receiving feedback
- Communicate regularly with supervisor(s)

Other

- RAs must attend and actively participate in all regularly scheduled training sessions, one-on-one meetings, staff meetings and area meetings as arranged by their RHD, GARHD, Assistant Directors (ADs) and/or other Housing and Residence Life staff. RAs are expected to attend scheduled workshops and in-service programs as required. Fall and winter training periods require RAs to return to campus in advance of the official opening of the residence halls in August and January.
- RAs must stay on campus at least two weekends a month. Exceptions must be approved in advance by the RHD/GARHD.

TERMS OF EMPLOYMENT:

- **Enrollment**: Must currently be a student enrolled in Northern Arizona University classes and attending classes on the Flagstaff Mountain campus. If hired or accepted as an alternate RA, employment is contingent on successful completion of EPS 406 (2 credit hour - RA Pre-service class) with a “C” or better.

- **Outside employment/involvement**: Must not be involved in either student teaching or full time internships (they are too demanding on your time and trying to do both will not help you succeed in your capstone academic experience). Outside activities are limited to 10 hours a week (clubs, organizations, etc.) or five hours a week for outside employment (with approval from supervisor).

- **Period of employment**: Depending on assignment, employment begins approximately mid-August and runs through the end of the spring semester of the same academic year. Apartment communities (Campus Heights, McKay Village, Pine Ridge Village, and South Village) remain open and staffed during the Winter Break. Additional winter downtime employment is available in some halls during the Winter Break. All communities remain open and staffed during Thanksgiving and Spring Breaks.

- **Work Hours**: Will work approximately 20 hours per week including evening and weekend commitments as well as assigned on-call hours. RAs are expected to be on campus for the following events and departmental processes: Opening/Closing weekend(s), Homecoming Weekend, Family Weekend and RA Selection days.

- **Remuneration**: Housing and Residence Life compensates each RA with a room; single in traditional halls or apartment style communities, single with suitmates in suite style halls, and a double in apartment-style courtyard halls. RAs will select meal plan option as part of their employment. A meal package will also be provided for RAs who are required to work Thanksgiving, Spring Break and Winter downtime on-call shifts. RAs will receive a $400 per semester stipend. This stipend will be paid in bi-weekly increments throughout each semester. **Please note that your financial aid package can be affected if hired, and it is your responsibility to contact the Financial Aid office to learn how your aid could be impacted.**

- **Background Checks**: A criminal background investigation, employment history investigation, and a fingerprint check will be performed prior to employment offer. Employment is contingent upon clearance by NAU Human Resources office.

- **Unemployment Compensation/Leave**: Student employment positions are not considered permanent employment, therefore, are not eligible for unemployment compensation benefits upon discontinuation of employment. Student employees are not eligible to receive paid vacation, sick leave, holiday leave, life or medical insurance programs, retirement benefits, or payment of hours worked due to an official University closure.

*Revised October 2015*