



The Department of Residence Life supports students by providing a vibrant, healthy place to live and learn.

Resident Assistant Position Description

North Dakota State University (NDSU) Department of Residence Life • Division of Student Affairs

GENERAL POSITION DESCRIPTION:

Resident assistants are students whose role is to support the mission of the Department of Residence Life in the process of facilitating a positive living/learning community in the residence halls. Training and assessment tools are provided to guide the creation of the type of community described in our mission statement.

The resident assistant (RA) position is considered to be approximately a 20-hour-per-week position and is comprised of both “active” time (approximately 15 hours) and “available” time (approximately 5 hours). Active time involves, but is not limited to, the following:

- Working Directly with Students
- Community Development Activities
- Event Planning and Implementation
- Office Hours/Mail Duty
- Staff Meetings
- On-Going Training and Staff Development
- One on One Meetings with Hall Director
- Duty Rounds

The remainder of the time is considered to be more informal “available” time. It includes time spent living in the hall studying or doing personal business while still being available to respond to the needs of residents as well as making personal rounds through the floor.

PRIMARY ROLES:

1. **Demonstrate positive leadership in the residence halls and as members of the NDSU community.**

RAs are visible leaders both in the halls and on the campus. The ability of RAs to carry out their responsibilities is dependent upon personal character and credibility demonstrated in the RA role. It is important that RAs recognize the impact of their personal behavior and choices on their effectiveness in their RA role.

The Resident Assistant will:

- A. Be a positive role model in all endeavors by exercising good judgement and demonstrating integrity in decisions.
- B. Demonstrate sensitivity and promote a climate that values diversity and inclusiveness.
- C. Abide by Federal and State laws and the policies outlined in the NDSU Rights and Responsibilities: A Student Code of Behavior.
- D. Conduct themselves in a manner that positively represents the Department of Residence Life, NDSU, and themselves.
- E. Participate in team and in-hall assignments.

2. **Assess and respond to the needs of the residents.**

RAs serve as a primary resource and source of support for residents. In order to maximize the effectiveness in this area, RAs need to invest time, energy and care in the residents of their communities.

The Resident Assistant will:

- A. Become acquainted with each resident in the community.
- B. Demonstrate care and concern for the well being of residents and initiate contact with students.
- C. Regularly document knowledge of and interaction with students.
- D. Utilize appropriate methods to assess the needs of the community and individual residents.
- E. Be available and accessible to students.
- F. Become familiar and knowledgeable of available services, resources and personnel on campus.
- G. Be responsive to residents' questions and needs and refer appropriately.
- H. Read and post all department approved information.
- I. Ensure confidentiality of personal and written communication with residents and other staff.

3. **Promote the growth and development of residents and facilitate their connection to the residence hall and campus community.**

The RA is instrumental in promoting the residence halls as learning communities as well as contributing to a sense of belonging. Developing experiences where students can interact and learn outside the classroom has been shown to increase student satisfaction with the living environment.

The Resident Assistant will:

- A. Maintain an open and accepting attitude toward all residents and challenge residents to do the same.
- B. Initiate, participate in, and take residents to both formal programs and informal activities that offer an opportunity for students to learn and contribute to their sense of belonging.
- C. Refer students to appropriate resources for academic and personal success.
- D. Be an active participant in hall activities, hall government events, etc.
- E. Participate in meals at the dining center with residents.
- F. Design and create billboards and door decorations in accordance to guidelines set forth by the hall director.

4. **Develop and maintain a hall environment which is conducive to personal well-being and success.**

RAs work to create a safe, inclusive, and comfortable environment where residents can study and have their basic living needs met.

The Resident Assistant will:

- A. Accept responsibility for duty on both weeknights and weekend nights.
- B. Conduct regular meetings with residents to discuss policies, issues, and group concerns.
- C. Enlist the help of all residents in establishing and maintaining quiet hours and other conditions to achieve a responsible learning community.
- D. Encourage mutual responsibility for residents' safety, including adherence to university and residence hall safety and security policies.
- E. Be knowledgeable about residence hall emergency procedures and respond to emergencies.
- F. Assist students in negotiating and resolving conflict.
- G. Communicate with custodians about problems concerning cleanliness/maintenance in the hall.

5. **Ensure adherence to community standards in order to help maximize residents' academic and personal success.**

The RA is expected to acquaint students with their responsibility to each other and the residence hall community. In addition, the RA will enforce NDSU and/or Residence Life policies to ensure equal opportunities for students to mature and succeed academically and personally.

The Resident Assistant will:

- A. Demonstrate the principles of the Living-Learning Program through proper role modeling.
- B. Understand NDSU/Residence Life policies and be able to explain rationale to students.
- C. Hold residents accountable to all NDSU/Residence Life policies in a fair and objective manner and emphasize their community responsibilities.

- D. Work with hall government representatives and the RA staff to create community agreements among floor members.
- E. Work with floor residents to develop roommate/suitemate success plans.
- F. Address and document all policy violations.
- G. Maintain confidentiality.

6. **Work collaboratively with staff and leaders in the building, and other staff members in the Department of Residence Life.**

The mission of Residence Life to provide a vibrant, healthy place to live and learn, is shared by the entire department, in every position and at every level. Mutual support for meeting this goal is necessary for success.

The Resident Assistant will:

- A. Publicly support all Residence Life staff members in the performance of their job duties.
- B. Work closely with and under the supervision of the hall director to promote a responsible community.
- C. Develop and maintain frequent, regular and honest communication with the hall director.
- D. Work closely with floor/house partners to develop an effective community in the hall.
- E. Attend and participate in all staff meetings.
- F. Attend hall government, RHA, and other meetings as set forth by the hall director.
- G. Promote leadership opportunities for residents including but not limited to working with floor representatives.
- H. Work closely with hall staff to develop and effectively implement the curriculum.

7. **Attend to administrative responsibilities.**

RAs are the link between the residents and the Department of Residence Life. This is especially true when it comes to particular administrative tasks necessary for the operation of the hall. It is important that RAs understand their administrative responsibilities and carry them out in a thorough and timely fashion.

The Resident Assistant will:

- A. Complete all paperwork promptly and accurately.
- B. Be available at the beginning and end of each semester for the opening and closing of the residence halls (see Working Agreement).
- C. Assist in facilitating the room change process.
- D. Check staff mailbox and NDSU email daily and respond in a timely manner.

8. **Assume responsibility for personal learning and development in the Resident Assistant role.**

The RA position is one in which continuous learning occurs. There are numerous opportunities for RAs to enhance their knowledge and experience base in the position.

The Resident Assistant will:

- A. Become familiar with the Calendar Handbook.
- B. Attend and participate in fall training, the Tri-College RA Conference, winter training, spring orientation, and on-going training sessions.
- C. Participate in staff development activities.