



Department of Residence Life

Resident Assistant Position Overview 2018-2019

PART 1: POSITION DESCRIPTION

SECTION I: GENERAL POSITION DESCRIPTION:

Resident Assistants (RAs) are students whose role is to fulfill the Department of Residence Life mission to support students by providing a vibrant, healthy place to live and learn. RAs facilitate a positive community in the residence halls by assisting in implementing the residential curriculum. The focus of the curriculum is to help our residents embrace global citizenship by having the responsibility to take action toward positively impacting self, others, and the world.

This is approximately a 20-hour-per-week position and is comprised of both “active” time (approximately 10 hours) and “available” time (approximately 10 hours). Active time involves, but is not limited to, the following:

- Intentional Conversations with Residents
- Facilitating Community Gatherings
- Creating Billboards
- Implementing Residential Curriculum
- Office Hours/Mail Duty
- Special Assignments
- Availability Hours
- Staff Meetings
- On-Going Training and Staff Development
- One on One Meetings with Hall Director
- Duty Rounds
- Administrative Responsibilities

The remainder of the time is 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 community.

SECTION II: DEPARTMENT PRINCIPLES AND VALUES

1. Principles

- a. **Standards of Service**-consistently deliver the highest possible level of quality in all Residence Life services and programs.
- b. **Living Environment**-maintain, improve, plan and develop our facilities in the way that meets the students’ basic needs.
- c. **Learning Environment**-foster individual growth and development, academic success, and a sense of community.
- d. **Quality and Diverse Staff**-attract, reward, and retain quality staff to develop and enhance an organizational culture that values all individuals, promotes professional development, and maintains ethical standards.
- e. **Responsible Financial Management**-responsibly manage financial resources to achieve growth and address future planning.
- f. **Building and Establishing Relationships**-attract and retain students, develop and sustain successful partnerships that market and foster a positive reputation.
- g. **Innovative Use of Technology**-incorporate the innovative use of technology.

2. Values

- a. Come in with an open mind and be willing to participate fully as active members of the community.
- b. Take pride in the work being done.
- c. Have a positive mindset.
- d. Connect with residents.
- e. Work collaboratively with staff and leaders in the building, and other staff members in the Department of Residence Life.
- f. Publicly and privately support all Residence Life staff members in the performance of their job duties.
- g. Be on time and meet deadlines.
- h. Ask questions.

SECTION III: IMPLEMENT RESIDENTIAL CURRICULUM

1. **Embrace Global Citizenship**
 - a. Demonstrate positive leadership in the residence halls and as members of the NDSU community.
 - b. Ensure adherence to community standards to help maximize residents' academic and personal success.
2. **Explore Identity**
 - a. Become acquainted with each resident in the community.
 - b. Assess and respond to the needs of the residents.
3. **Create Connections**
 - a. Demonstrate care and concern for the wellbeing of residents and initiate contact with students.
 - b. Be responsive to residents' questions and needs, and refer appropriately.
 - c. Participate in meals at the dining center with residents.
 - d. Promote the growth and development of residents and facilitate their connection to the residence hall and campus community.
 - e. Develop and maintain a hall environment conducive to personal well-being and success.
 - f. Promote leadership opportunities for residents including, but not limited to, working with floor representatives and supporting hall government.
4. **Foster Inclusive Communities**
 - a. Demonstrate sensitivity and promote a climate that values diversity and inclusiveness.
 - b. Be available and accessible to students.
 - c. Maintain an open and accepting attitude toward all residents and challenge residents to do the same.
 - d. Enlist the help of all residents in establishing and maintaining quiet hours and other conditions to achieve a responsible learning community.
 - e. Assist students in negotiating and resolving conflict.
 - f. Work closely with floor/house partners to develop an effective community in the hall.
5. **Be Lifelong Learners**
 - a. Be a positive role model in all endeavors by exercising good judgement and demonstrating integrity in decisions.
 - b. Become familiar and knowledgeable of available services, resources, and personnel on campus.
 - c. Encourage mutual responsibility for residents' safety, including adherence to university and residence hall safety and security policies.
 - d. Assume responsibility for personal learning and development in the Resident Assistant role.
 - e. Attend and participate in fall training, the Red River Valley RA Conference, winter training, spring orientation, and on-going training sessions.
 - f. Participate in staff development activities.

SECTION IV: RESIDENTIAL CURRICULUM STRATEGIES*

1. **Intentional Conversations**
 - a. Structured one on one conversations with each resident. A set of questions will be provided to help guide the dialogue.
 - b. Regularly document knowledge of and interaction with students.
2. **Passive Programs**
 - a. A chance to connect with residents through different and creative ways such as: billboards, door decorations, wall art, social media, and other interactive opportunities.
3. **Community Gatherings**
 - a. A planned time for the community to come together and discuss provided topics (ex. closing information), have fun through ice breakers and activities, and allow time for community issues to be discussed.
4. **Campus Partners/Take-To**
 - a. Collaborating with and supporting NDSU departments that provide resources, time, and events.
5. **Availability Hours**
 - a. Minimum of 3 hours per week where the resident assistant is available in a specified location for residents to communicate with them.

**As Residence Life evolves and changes, these Residential Curriculum Strategies are subject to change.*

SECTION V: ADMINISTRATIVE RESPONSIBILITIES

1. **General Responsibilities**
 - a. Check staff mailbox and NDSU email daily and respond in a timely manner.
 - b. Read and post all department approved information.
 - c. Be knowledgeable about residence hall emergency procedures and respond appropriately.
 - d. Communicate with custodians about problems concerning cleanliness and maintenance in the hall.
 - e. Understand NDSU/Residence Life policies and be able to explain rationale to students.
 - f. Hold residents accountable to all NDSU/Residence Life policies in a fair and objective manner and emphasize their community responsibilities.
 - g. Attend and participate in all staff meetings.
 - h. Complete all paperwork promptly and accurately.
 - i. Assist in facilitating the room change process.
2. **Special Assignments Roles***
 - a. Office Manager
 - b. Social Media
 - c. Diversity Initiative Leader
 - d. RA Council
 - e. Learning Communities Staff (only in certain facilities)
3. **Duty***
 - a. Cover the hall desk from 6:00 pm to 9:00 pm.
 - b. Respond to situations immediately and effectively.
 - c. Address and document all policy violations.
 - d. Conduct three rounds of the hall a night during weekdays, and four during weekends.
 - e. RAs are responsible for the hall duty phone through the entire duty timeframe and must return phone to hall office at the end of their duty shift.

**Full expectations are listed within the RA Contract.*

PART 2: TERMS AND CONDITIONS OF EMPLOYMENT

SECTION I: ACADEMIC REQUIREMENTS FOR RESIDENT ASSISTANT POSITION

1. RAs need to have a cumulative and semester GPA of 2.5. Outlined below are the parameters if staff are not at the 2.5.
 - a. Academic Watch: The semester GPA is between a 2.25 and 2.49, and cumulative remains above 2.5
 - b. Academic Probation: Semester GPA is between 2.0 and 2.24 and/or cumulative is between 2.0 and 2.49
2. New Student Staff
 - a. Can be hired under Academic Watch
 - b. Cannot be hired if cumulative GPA is under 2.5 and/or semester is under 2.0
3. Returning Student Staff
 - a. RA will be immediately released from their contract if semester or cumulative GPA is under 2.0
 - b. Academic Probation can be allowed for one semester
 - c. Academic Watch can be allowed for multiple semesters
4. RAs on Academic Watch or Probation will complete an Academic Plan during their first 1:1 in the next semester with their Hall Director.
5. RAs must enroll in 12-18 credits. RAs wishing to take credits outside these parameters may do so after consultation with their Hall Director prior to registration. A staff member may have only one semester below 12 credits during their time in the position.
6. RAs with labs, clinical work, studio work, etc. need to be aware of the time they are spending outside the hall. The RA must discuss academic time demands with their Hall Director. A plan may be devised that includes prioritizing and re-evaluating other outside time commitments.
7. Students needing credit-bearing internships, practicums, or student teaching beyond 15 hours a week may not be RAs.

SECTION II: OUTSIDE TIME COMMITMENTS

Establishing and maintaining relationships with residents and other staff is fundamental to the effective performance of the RA role, and as such, parameters on time spent in the living environment are defined below.

1. Outside time commitments may not exceed a combined total of 10 hours per week. Such time commitments may include volunteer work, athletic participation, student organization involvement, special program events, etc. Each RA will complete the *Outside Time Commitments Evaluation* at the beginning of each semester through a one-on-one template. Performance below expected standards will necessitate the RA relinquishing their outside time commitments.

2. RAs may not have any outside employment during the first semester of the RA position, except for employment completed during breaks. After the first semester, RAs may request an exemption for outside employment not exceeding 10 hours a week (this includes other outside time commitments).
3. RAs cannot hold a position on Hall Government, Residence Hall Association, or the National Residence Hall Honorary executive board.

SECTION III: STAFF COVERAGE AND TIME AWAY

1. Weekday nights are defined as evenings that are followed by a day with classes in session. At least one RA must be staffing the hall each weekday night.
2. Weekend nights are defined as evenings that are not followed by a day with classes in session. Weekends require two RA's consisting of primary and secondary coverage.
3. RAs may have four nights away from the building per month, pending the approval of the Hall Director. Exceptions for number of nights away must also be granted through the Hall Director.
4. RAs are responsible for requesting nights away from the Hall Director at least three business days prior to leaving.
5. RAs are expected to be in the building by 3:00 AM each night unless it is their scheduled night off.

SECTION IV: COMPENSATION

1. RAs are required to have a residence hall license contract on file and be signed-up for a 5 or 7 day meal plan. MLLC and Niskanen RAs need to purchase a minimum of 75 block meals per semester.
2. RAs are required to live/dine in the residence hall/dining center as part of the contract.
3. RAs are required to have a land-line phone plugged in for emergency and customer service purposes. Telephone and voicemail service is provided. Voicemail needs to be set-up prior to the hall opening for the school year.

PART 3: DATES OF EMPLOYMENT

CONTRACT DATES	SPRING ORIENTATION	FALL TRAINING	FALL OPENING	FALL SEMESTER	SPRING RA TRAINING	SPRING OPENING	SPRING SEMESTER	RA ALL-STAFF MEETINGS
	APR 4, 2018	AUG 7-17, 2018	AUG 18-20, 2018	AUG 7-DEC 15, 2018 at 3PM	JAN 5-7, 2019	JAN 6-8, 2019	JAN 8-MAY 11, 2019 at 3PM	TWICE A SEMESTER ON WED NIGHTS FROM 9:15-10:45 PM

*In addition, staff members are required to remain on campus long enough to close the halls and return early enough to open the halls for Thanksgiving and Spring Breaks.

Compensation:

- A scholarship minimally valued at \$8,000.
- Scholarship equal to \$50 per semester for new RAs in their first year of employment, with a \$25 rate increase every two semesters of employment with the department
- Compensation is considered a scholarship and may affect Financial Aid award amounts.

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