1) GENERAL:
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 living-learning community in the residence halls by assisting in implementing the Residence Life Curriculum with residents. The focus of the residential curriculum is to help our residents embrace global citizenship by having the responsibility to take action toward positively impacting self, others, and the world.

The RA position is considered to be a 20-hour per week position comprised of both “active” time (about 10 hours) and “available” time (about 10 hours). Active time encompasses, but is not limited to, participating in on-going training and staff development, working directly with residents, facilitating community development activities, staffing daily mail duty and nightly office hours, performing rounds of the hall, and attending weekly staff meetings and individual meetings with their supervising Hall Director (HD). Available time consists of unstructure time spent in the hall interacting with residents and responding to their needs.

2) QUALIFICATIONS:
a) Must be enrolled as a full-time, registered NDSU student throughout the course of employment
b) Must be in good academic standing with a minimum semester GPA of 2.25 and a minimum cumulative GPA of 2.5
c) Must have completed a minimum of two full semesters of undergraduate coursework (at least one being at NDSU) by employment’s start date
d) Must have lived in a residence hall on NDSU’s campus for at least one full semester
e) Must be in satisfactory disciplinary status as determined by the Department of Residence Life

3) COMMUNITY RESPONSIBILITIES:
a) Be a visible, accessible, and approachable leader in all forums—including in the halls, on campus, and through social media—by being a good role model, exercising good judgment, and demonstrating integrity in decisions
b) Become acquainted with each resident in the community and demonstrate care and concern for their well-being through sustained contact with residents
c) Implement curriculum lesson plans to enable the learning and growth of residents, which includes:
   a. Facilitating community gatherings and intentional conversations with residents
   b. Collaborating with and supporting campus partners
   c. Creating passive programs such as billboards, door decorations, and other interactive opportunities in the hall
d) Maintain an open and accepting attitude toward all residents and encourage mutual respect and open-mindedness between residents
e) Serve as a primary resource for residents by becoming familiar with the available services, resources, and personnel on campus
f) Promote a positive living environment for all residents in the hall
g) Listen to and be responsive to residents’ needs and questions and refer them appropriately
h) Assist residents in negotiating and resolving conflict
i) Respect the rights of residents by observing confidentiality when appropriate
j) Understand residence hall emergency procedures and respond to emergencies
k) Communicate concerns about residents in a timely manner
l) Support hall government and their initiatives and encourage active participation at hall events
m) Uphold and enforce community standards and policies
n) Confront behavior that violates the Student Code of Conduct or that is disrespectful of or to the community
Assist in maintaining the cleanliness and safety of the facilities and report issues in a timely manner.

Work collaboratively with staff and leaders in the residence halls and in the Department of Residence Life.

Pursue opportunities for personal learning and development within the RA role.

4) **ADMINISTRATIVE RESPONSIBILITIES:**
   a) Remain on campus for hall openings/closings to complete room checks, collect keys, secure the building, and any other items as deemed appropriate by the Hall Director.
   b) Serve as part of an on-call duty rotation and provide customer service to residents during office hours.
   c) Assist in facilitating the room change process.
   d) Complete all administrative tasks in an accurate and timely manner.
   e) Communicate with supervisor on a regular basis and in a timely manner.
   f) Attend all weekly meetings including staff meetings and one on one meetings.
   g) Check staff mailbox, NDSU e-mail and voicemails daily and respond within 24 hours.
   h) Perform special assignment within their hall each semester, if assigned.
   i) Complete other duties as assigned by the Hall Director.

5) **TERMS OF EMPLOYMENT:**
   a) Attend Fall RA Training from August 9, 2017 through August 18, 2017.
   b) Participate in Hall Opening from August 19, 2017 through August 21, 2017.
   c) Attend Winter RA Training January 7-8, 2018.
   d) Participate in Spring Opening January 7-9, 2018.
   e) Attend RA-All Staff Meetings, held twice a semester on Wednesday nights from 9:15 PM to 10:45 PM.
   f) This contract will run from August 9, 2017 through December 16, 2017 at 3:00 PM and January 7, 2018 through May 12, 2018 at 3:00 PM.
   g) Any violation of the Student Code of Conduct committed on or off campus could result in the termination of employment beginning at the date of position offer.

6) **COMPENSATION:**
   a) A scholarship minimally valued at $8,000.
   b) 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.