

**Southeast Missouri State University
Office of Residence Life
Resident Assistant Position Description
2016-2017**

The Resident Assistant is a paraprofessional, live-in member of the residence hall staff. The Resident Assistant works under the direction of the Hall Director in fulfilling a role extending into many aspects of the resident's well being. Success of the Residence Life program is dependent upon the performance of each Resident Assistant's responsibilities and support of other staff members.

I. Requirements for Employment

- A. Completed a minimum of two full semesters of living in the residence hall or comparable experience at the time of employment.
- B. Achieved a minimum 2.80 cumulative grade point average and a semester minimum grade point average to stay in good standing with the university at the time of application and maintain it through the employment period.
- C. Enrolled as a full-time student (12-18 credits undergraduate, 6-12 credits graduate) at Southeast.
- D. In good judicial standing with the University.
- E. Willing to work within the framework and policies of Southeast Missouri State University.
- F. Ability to communicate and relate to others effectively.
- G. Residence Life realizes that a Resident Assistant is also a student and that academics should be the most important part of the Resident Assistant experience at Southeast Missouri State University. Residence Life strongly believes that the Resident Assistant position will be your second priority after academics. Any extra commitments shall be secondary and must not conflict with the Resident Assistant position.
- H. Staff members unable to meet these expectations will be released from their position.

II. General Resident Assistant Responsibilities

- A. Community Development
 - a. Strong commitment and recognize the value of on-campus living.
 - b. Work cooperatively with students, Hall Council, and staff regarding daily and long-term Residence Life issues.
 - c. Develop and maintain an atmosphere conducive to study, rest and privacy.
 - d. Assist residents in managing disagreements between one another.
 - e. Be visible and available to residents on a regular basis. In addition, consistently hold two posted room hours three times a week when not on-duty.
 - f. Encourage resident participation in floor, hall, and campus programs.
 - g. Implement, assist, and promote the community development activities of the floor and hall in accordance with program guidelines.
 - h. Support, assist, and promote the educational/academic programming efforts of the Hall Director/Assistant Hall Director.
- B. University and Office of Residence Life Policies
 - a. Know, understand, and abide by University/Residence Life Policies.
 - b. Educate residents on University/Residence Life policies.
 - c. Confront inappropriate behavior in a professional manner and encourage student acceptance of responsibility for their behavior.
 - d. Consistently and accurately, document inappropriate behavior.
- C. Listening/Assistance
 - a. Serve as a role model, resource, and referral agent to residents and/or groups.
 - b. Assist residents with personal issues and concerns.
 - c. Mediate roommate conflicts.
 - d. Facilitate the personal growth of residents as well as groups by understanding all members of your communities and being sensitive to potential problems.
 - e. Respect and maintain appropriate staff and student confidentiality.
- D. Administration
 - a. Assist in hall opening and closing activities, including returning early and remaining after the halls close. Failure to meet this expectation may result in charges up to 50% of the room & board fees to the staff members student account.

- b. Attend and participate in designated meetings, including staff and departmental meetings.
 - c. Attend and participate in all staff training programs, including professional development sessions, fall, and spring training.
 - d. Communicate regularly with Hall Director concerning hall, staff, and resident issues.
 - e. Communicate immediately with Hall Director or professional staff on-duty regarding critical or emergency situations.
 - f. Assist in building evacuation during the department's response to a campus/residence hall crisis/emergency.
 - g. Facilitate community meetings, generally on a monthly basis.
 - h. Report, follow-up, and work with Hall Director in processing damages, vandalism, and maintenance needs of rooms and common areas.
 - i. Meet all deadlines set by the department, Hall Director, and/or Assistant Hall Director.
 - j. Promptly and accurately, complete all administrative responsibilities.
 - k. Effectively participate in a rotating duty schedule including special weekends
 - l. Be available to the hall by taking no more than 15 nights out during the semester.
 - m. Work a two-hour desk shift each week at your residence hall.
- E. Departmental Support
- a. Support, assist, and participate in departmental endeavors: CaSEMO, Priority Sign-Up, etc.
 - b. Participate in departmental staff recruitment, evaluation, and selection processes.
 - c. Support, assist, and participate in University initiatives: Opening Week Activities, Homecoming, etc.
 - d. Other duties as assigned by the Hall Director, Assistant Hall Director, and/or Residence Life.
- F. Staff members unable to meet these expectations will be released from their position.

III. General Expectations

- A. The Resident Assistant Work Agreement is for the entire academic year.
- B. All Resident Assistants interested in returning for the following year must re-apply.
- C. The following restrictions apply to all commitments in addition to the Resident Assistant position:
 - a. The Resident Assistant must receive written approval from the Hall Director prior to beginning any employment, co-curricular activities, etc. (i.e. new affiliation with a Greek Organization, taking leadership in student organizations, working an extra job)
 - b. Work commitments and extra-curricular activities should be limited to 15 hours per week.
- D. The following restrictions/expectations must be met to continue such activity:
 - a. A Resident Assistant may hold one additional leadership position in addition to the Resident Assistant position.
 - b. Additional obligations or employment cannot conflict with Resident Assistant responsibilities.
 - c. Performance in the Resident Assistant position must remain satisfactory or additional work/co-curricular activities are to be discontinued.
- E. Due to the amount of training/time involved, departmental policy does not allow Resident Assistants to work as Orientation Leaders during the fall opening weekend activities or to hold Graduate Assistantships as Teaching Assistants.
- F. Staff will be permitted to participate in military obligations (Reserves, National Guard, etc.).
- G. Staff members unable to meet these expectations will be released from their position.

IV. Remuneration

- A. Remuneration is in the form of a scholarship that provides:
 - a. Room
 - b. 15 Classic or 10 Premium Meal Plan when meal service is open
- B. In the event a Resident Assistant fails to meet job requirements/expectations prior to the end of the contract, the cost for housing and meals for the remainder of the term, if continuing to reside on-campus, will be prorated. The Resident Assistant scholarship will be immediately terminated upon release from the Resident Assistant position.
- C. If this scholarship results in an overpayment to the University because of other scholarships, such overpayment reverts to the University.