Virginia State University
Department of Residence Life
RESIDENT ASSISTANT JOB DESCRIPTION

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The Resident Assistant works in a residence hall or apartment setting under the direct supervision of a Residence Educator. The role of the Resident Assistant is to work with other residence hall staff to facilitate an environment within the residence hall community that promotes the educational experience of residential living. The RA articulates to the residents the philosophy and policies of the Department of Residence Life and the University and, in turn, represents the needs of the students to the administration. The following are the basic expectations of a Resident Assistant. Specific responsibilities and expectations vary slightly among residential areas.

DUTIES AND RESPONSIBILITIES

Role Modeling

- The RA is an employee and representative of the Department of Residence Life and Virginia State University he/she must be in good social and academic standing with the University.
- The RA is expected to live in accordance with the policies outlined in *the Residence Hall Handbook, the Student Handbook*, *the Housing & Dining Service Contract*, and the *Staff Manual* while on and off campus. Failure to do so may result in job action including dismissal.

Individual Helping and Referral

- The RA helps residents with academic, personal and social matters within the limits of his/her training and capabilities, and serves as a resource and referral agent for the residents.
- The RA is expected to know the residents on the floor well enough to recognize changes in behavior patterns for which counseling or other assistance may be necessary.
- The RA is responsible for reading and being familiar with resource material presented in the *Staff Manual*, and the *Student Handbook*.

Community Development

- The RA will assist residents in developing a meaningful community that supports and promotes the ideals of personal responsibility and positive citizenship.
- The RA is expected to develop a Community Agreement and facilitate regular floor meetings to encourage ongoing community development.
- The RA may serve as a resource to the residence hall council and various committees as assigned by the Residence Educator.

Program Development

- The RA is expected to be fully committed to and involved in the development of meaningful educational, social, recreational, and cultural programs for residents. This includes assessing residents' needs and planning programs to effectively meet those needs.
- The RA will encourage residents to pursue their interests and plan their own programs and activities.

Duty Responsibility

- The RA assumes on-call duty responsibility as scheduled; at night, on weekends, during break periods when the university remains open, and during hall openings and closings to insure proper coverage.

Administrative Responsibilities

- The RA is expected to be familiar with administrative procedures contained in the *Staff Manual*, the *Residence Hall Handbook,* the *Student Handbook* and the *Housing & Dining Service Contract*, and is expected to assume other related duties as assigned by the Residence Educator and the Department of Residence Life.
- The RA is expected to help open and close the halls, conduct building inspections, check residents in and out of the buildings and assist with other housing administration functions as assigned.
- The RA will disseminate or collect information and generate reports as required.
- The RA may be asked to participate on committees that will be initiated throughout the year.

Enforcement of Regulations

- The RA is expected to understand and enforce all University and residence hall regulations and policies.
- The RA is responsible for facilitating a climate that promotes individual responsibility and protects the rights of the individual and the community.
- Regulations and policies should be enforced in a fair and consistent manner. Staff actions should never appear to condone violations of policy.
- The RA is a part of the disciplinary referral system and must maintain appropriate confidentiality.

Safety and Security

- The RA will help safeguard the community by making rounds in the building and conducting Health & Safety Inspections.
- The RA will educate residents on fire safety and evacuation procedures.

Meetings and Training Programs

- The RA is expected to attend all staff meetings, in-service training programs, and the spring and fall training programs. No exceptions will be granted unless an emergency arises.
- The RA has the responsibility to schedule and facilitate regular meetings with residents.
- Newly hired RAs are required to attend a mandatory Spring Staff Meeting and complete a New Staff Task Sheet.

Outside Commitments

- A Resident Assistant may not hold other employment on or off campus without prior permission from the Hall Director and/or Director of Residence Life. Such employment should not exceed ten hours per week or interfere with the RA duties.
- It is expected that the RA will give his/her hall responsibilities priority over all other extracurricular activities. The Resident Assistant is expected to limit outside activities so that they will not conflict with residence hall responsibilities.
- Students with significant academic or extracurricular commitments should carefully review the situation with their Hall Director prior to assuming an RA appointment.