



# Resident Assistant Job Description

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## Overview of Position

The Resident Assistant (RA) is responsible for a floor or living area within a residence hall at Virginia State University. As the front-line Residence Life and Housing staff member in their assigned area, the RA is responsible for serving as a positive role model, mentor, and guide for approximately 30 - 60 residents. The RA is responsible for facilitating a cooperative and considerate community environment. To achieve this goal, the RA is expected to initiate relationships with residents, plan and encourage participation in hall and area programs, and inform residents of University and departmental policies. In addition, the RA assists with the personal and academic concerns of students, mediates interpersonal conflicts, and serves as an information resource.

## Qualifications

In order to maintain the Resident Assistant (RA) position candidates and successful applicants must meet the following qualifications from submission of application until the end of contract, termination, or resignation from the RA position:

- ✓ Maintain full-time enrollment (at least 12 undergraduate credit hours) at Virginia State University.
- ✓ Must have lived on campus for at least one semester.
- ✓ Maintain a cumulative and semester grade point average of 2.50 or above.
- ✓ Maintain good standing with the Office of Student Conduct.

## Responsibilities

The specific responsibilities of the Resident Assistant are numerous and varied. The following is a list of the types of responsibilities and expectations for students serving as RA's at Virginia State University.

### *Community Development*

- ✓ Assist residents in the adjustment to the VSU community.
- ✓ Be visible, accessible, and available to residents throughout the week, particularly evenings and weekends.
- ✓ Build positive, open relationships with students in the community and maintain through on-going contact.
- ✓ Create opportunities for students in the assigned living area to provide input and share in planning of activities.
- ✓ Encourage residents to become acquainted with and care about others in the assigned living area.
- ✓ Implement programming activities and have individual resident conversations.
- ✓ Provide bulletin boards to convey events, involvement opportunities, and other important information.
- ✓ Serve as an information resource and make appropriate referrals to other campus offices.

### *Conflict and Crisis Management*

- ✓ Actively confront and document students who fail to comply with University or Residence Life and Housing policies.
- ✓ Know, understand and abide by the contents and rationale of the *Student Handbook*, the *Housing and Food Service Agreement*, *RA Manual* and the *Community Guide to Living Handbook*.
- ✓ Maintain the safety and security of the assigned residence hall and report safety concerns to supervisors.
- ✓ Mediate conflicts among and between residents, educating about the importance of cooperation and compromise.
- ✓ Participate in the on duty rotation to address after-hours emergencies and policy violations.
- ✓ Serve as the first level of intervention in crisis situations.

### *Inclusivity*

- ✓ Actively confront students who violate the rights of other residents.
- ✓ Appropriately address all bias-related comments and/or behaviors in the community.
- ✓ Develop an atmosphere that promotes a sense of belonging, support and affiliation.
- ✓ Develop and utilize skills to work with diverse student populations.

- ✓ Learn ways to advocate for the needs of all students.
- ✓ Maintain sensitivity to different perspectives and identities.

#### *Leadership Development*

- ✓ Act as a positive role model at all time (both on and off campus).
- ✓ Attend and complete all staff training activities including, but not limited to Fall Training, Spring Training and in-service trainings.
- ✓ Attend one-on-one supervision meetings and weekly staff meetings.
- ✓ Assess students for and promote the development of leadership skills.
- ✓ Encourage resident participation in Hall Council and RHA.

#### *Administration*

- ✓ Work desk hours in respective Area Office/ front desk in consultation with your Residence Coordinator/Graduate Residence Coordinator.
- ✓ Perform Health and Safety inspections four times a semester (or as deemed as necessary by the Director)
- ✓ Never provide any medicine to any student.
- ✓ Assist with the room selection process for the coming year.
- ✓ Assist with staff selection process for the coming year.
- ✓ Never change schedule without the Residence Coordinator/Graduate Residence Coordinator approval.
- ✓ Be available the last two weekends of fall and spring semesters.
- ✓ Be responsible for knowing the information in the RA Manual.
- ✓ Rotate day/night/weekend duty at the discretion of the Residence Coordinator/Graduate Residence Coordinator. Weekday duty will start on Sunday at 6:00 p.m. and go until Friday morning at 8:00 a.m. Weekday hall coverage extends from 6:00 p.m. until 8:00 a.m. the following morning. The Resident Assistant on duty must be in her/his room or in the building/area where residents can reach he/she at all times. Weekend hall coverage extends from 6:00 p.m. Friday until 6:00 p.m. Sunday. The only time Resident Assistants on weekend duty should leave his/her community area is to go eat at the cafeteria.

#### *Professionalism*

- ✓ Become a part of and support a team that equally serves the needs of residents and the department, including the mission, vision and core values.
- ✓ Communicate consistently, effectively and efficiently with fellow Residence Life and Housing staff members.
- ✓ Complete all administrative responsibilities as assigned by supervisor and/or other departmental staff.
- ✓ Establish and maintain open working relationships with other Residence Life and Housing staff and University personnel including, but not limited to housekeepers and maintenance.
- ✓ Maintain a high level of ethical standards and a positive attitude while serving as a University employee.
- ✓ Monitor and maintain a professional online/social media presence (e.g., Facebook, Twitter, Instagram, etc.).
- ✓ Provide customer service and assistance with preparing and completing openings (August, January) and closings (December, May) of the residence halls.
- ✓ Recognize the importance of and demonstrate confidentiality.

#### **Compensation**

The Resident Assistant will be provided a single bedroom waiver at the lowest housing rate for on campus living. If the Department of Residence Life and Housing terminate the student as an RA or if the student resigns from the RA position, the student understands that portions or all of their compensation may be charged back to their student account for failing to fulfill any portion of the RA responsibilities outlined in the RA agreement and in the RA job description. Resident Assistants should understand that they will be relocated to any available spaces if they choose to remain in on campus housing if they choose to leave their position and or if terminated and will be responsible for paying any remaining housing charges.

#### **Miscellaneous**

- ✓ The RA position is the only paid position an RA may hold on campus. Any type of off campus employment must be approved from the Residence Coordinator/Graduate Residence Coordinator prior to accepting the position.
- ✓ Other qualifications, duties, and/or requirements may be added to this job description at any time, per the discretion of the Department of Residence Life and Housing.