

## **Resident Advisor Position Description**

Resident Advisors (RAs) are full-time students who serve as paraprofessional staff members in Housing and Residence Life (HRL). They are selected because of their maturity, leadership qualities, experience, and interest in working with other students and staff. RAs are tasked with the educational, social and personal development of the students living in their residential communities. RAs are responsible for promoting an environment conducive to individual rights and responsibilities, as well as academic success. With guidance from the Hall Directors (HDs) and under the supervision of the Area Director, Associate Director of Residential Education, and other professional staff, RAs complement the formal education process at the College by enhancing the quality of life in the residence halls. They are a vital and necessary link in the Residential Education program. As student members of the Division of Student Affairs Staff, they are the representatives of the College that deal most directly with campus residents.

### Community Development and Programming Responsibilities

- Actively advise and aid students in developing individual responsibility, self-regulation, personal growth, and social awareness
- Maintain positive relationships with each individual in respective residential communities (floors, halls, etc.)
- Establish and maintain an environment that is conducive to study, sleep, and positive interpersonal relationships
- Plan and execute social and community building programs
- Connect their residents to on campus events and resources through word of mouth and marketing materials
- Discuss ideas for improvement in the hall programs, policies, and activities with supervisor and HRL
- Perform other duties as assigned by HRL

### Administrative Responsibilities

- Participate in duty coverage of their building/area
- Participate in evaluation process once each year with the Hall Director and Area Director
- Facilitate opening and closing of halls
- Submit surveys, evaluations and other assignments in a timely fashion
- Plan and initiate floor meetings in the beginning of the semester, before breaks, and when necessary to discuss community issues
- Maintain constant communication with supervisor
- Cooperate with Campus Safety to ensure proper safety procedures in the residence halls, including the operation of fire alarms and building evacuation
- Keep bulletin boards current with appropriate information and update door decorations when necessary
- Attend weekly staff meetings conducted by the HDs
- Be knowledgeable of the contents of the Student Policy and Information Guide ([http://www.muhslenberg.edu/main/aboutus/deanst/student\\_policies/](http://www.muhslenberg.edu/main/aboutus/deanst/student_policies/))

- Be available during evening and weekend hours. The RA should be on campus at least three weekends per month
- Complete residential Community Maps by their respective deadlines
- Request in writing, any time expected to be away from campus, via email to Area Director
- Participate in events and programs sponsored by HRL, or other departments, such as Through the Red Doors, Housing Lottery, and Open House
- Serve as a liaison between the students and HRL through the interpretation of College policies to students, and sharing student opinions, attitudes, and actions to HRL
- Perform other duties as assigned by HRL.

### Peer Education and Counseling Responsibilities

- Be available to counsel residents, within the limits of training and capabilities, on personal and academic issues
- Maintain necessary confidentiality. Confidentiality is critical in developing and maintaining a trust relationship between an RA and his/her residents
- When warranted an RA should make students aware that they have a responsibility to the college and that not all things can or should be kept in absolute confidence
- Make referrals when appropriate to the professional staff within HRL and/or Counseling Center
- Make an effort to be aware of all students experiencing personal concerns and stress and assist or refer when possible
- Listen to students' concerns without being judgmental
- Familiarize self with college and community services and refer students to these services
- Facilitate and encourage the development of suitemate and roommate relationships by coordinating the completion of the suitemate and roommate agreements
- Maintain digital files with suite/roommate agreements and refer to them when mediating conflicts within the relationships (Required for RAs in First Year buildings, suggested for Upper Class buildings)
- Perform other duties as assigned by HRL

### Facilities Management Responsibilities

- Be aware of the conditions needing repair and regularly report them to HRL
- Complete necessary paperwork including IRs and work orders as needed
- Report emergency repair work to HRL during office hours (8:30 a.m. to 5:00 p.m.) or Campus Safety after office hours
- Establish a sense of ownership in their communities to assist in maintaining a positive residence hall appearance
- Complete room inventories before opening and after closing and when new residents move in
- Complete routine community damage updates within his/her residential community
- Serve to safeguard the health and safety of residents by assisting with fire drills/alarms, maintaining proper fire safety habits, and prohibiting pets from being in the residence halls
- Perform other duties as assigned by HRL

## Training

- Attend and actively participate in a March training event prior to RA position
- Attend and actively participate in the August training program
- Attend and actively participate in the January training program
- Attend and actively participate in area meetings

## Education and Conduct Responsibilities

- Serve as positive role models for other students and appropriately reflect the college's values, objectives, and policies. RAs will be held to a high standard of behavior
- RAs found in violation of said policies may be released from their positions
- Facilitate student awareness of College policies and regulations. Report and properly interpret those policies and regulations
- Assist students in upholding the rules and regulations of the College and residence halls as paraprofessional members of the Student Affairs Staff. In the event that students fail to assume responsibility, the RA deals with the situation in a way that will promote responsible student action
- Encourage students to confront those who are disturbing them directly. If this is not successful, the RA should accompany the student approaching the student(s) who are creating the concerns. The RA should then act as a mediator
- Be consistent and impartial. RAs need to be sincere, fair, concerned and interested in their residents
- Monitor student behavior and enforce residence hall and College policies as outlined in the Student Policy and Information Guide. RAs are expected to respond appropriately to violations of policy in their communities
- Perform other duties as assigned by HRL

## Qualifications

- RAs must have at least sophomore standing by position start date
- Must have a 2.50 cumulative grade point average
- May not be on academic, residential, or disciplinary probation
- RAs may not serve as Orientation Leaders

A MILE RA is a full-time student whose function is to act as a student contact for approximately 30-70 students living in Muhlenberg M.I.L.E. properties and leased properties. RAs are responsible for basic facilities management and programs for the MILE and leased property areas. RAs are responsible for promoting an environment conducive to social and academic success. They are also encouraged to involve the surrounding Allentown community through day to day interactions and through extending an invitation to their programs with guidance from their MILE HD. Under the supervision of an Area Director and other professional staff, RAs complement the formal education process at the college by enhancing the quality of life in the MILE area. As student members of the Division of Student Affairs Staff, they are the representatives of the College that deal most directly with campus residents.

### Community Development and Programming

- Is responsible for becoming familiar with residents and maintaining a positive relationship with them
- Is responsible for participating in one staff community service project each semester, and planning and executing programs according to the programming model
- Work to establish and maintain an atmosphere in their community that is conducive to study, sleep, and positive interpersonal relationships
- Monitors student behavior in their area and enforce college and office policies as outlined in the MILE Lease. Liaisons are expected to respond appropriately to violations of such policies in their community
- Is expected to serve as positive role models for residents in their area
- Serves as the direct line of communication between the residents, the MILE HD and the HRL Office, keeping us informed of any issues or concerns arising in the area
- Work to maintain effective communication of College policies, regulations, and information within their community through meetings, prompt distribution of information and direct student contact
- Familiarizes themselves with appropriate referral sources within and outside of the College community
- Performs other duties as assigned by the HRL Office

### Administrative Responsibilities

- Is expected to return early and remain up to or past closing time to secure area properties and be available for residents
- Attends weekly meetings with their MILE HD, and monthly area meetings with the Area Director
- Completes property inventories before opening and after closing
- Completes property inspections twice a semester

### Training

- Attend and actively participate in a March orientation event prior to RA position.
- Attends and actively participates in an August retreat and training week prior to beginning the RA position
- Attends and actively participates in the January training period

### Education and Conduct

- RAs are expected to conduct themselves in a manner that appropriately reflects the college's values, objectives, and policies. RAs will be held to a high standard of behavior. An RA found in violation of said policies may be released from his/her position
- For RAs living with suitemates, the suitemates will not receive a lottery number since they will not participate in the housing lottery. Occupancy of the designated staff suite/apartment is contingent on the staff member's continued employment for their contracted academic year. Should the staff member or HRL Office end their employment prior to or during the academic year, their suitemates will be re-assigned by HRL
- Suitemates can be removed at any time at the discretion of HRL for violations of any college policy or inappropriate behavior while living with a College employee
- Maintains necessary confidentiality. Confidentiality is critical in developing and maintaining a trusting relationship between RAs and their residents. When warranted, RAs should make the student aware that they do have a responsibility to the college and that not all things can or should be kept in absolute confidence
- Is consistent and impartial. They also need to be sincere, fair, concerned and interested in the residents
- Is evaluated once each year and will assist with the HD and AD evaluation process
- Performs other duties as assigned by the Office of Housing and Residence Life

### **Qualifications**

- Candidates must have a 2.50 cumulative grade point average
- Candidates may not be on academic, residential, or disciplinary probation
- MILE RAs may not serve as Orientation Leaders