



University of North Alabama

University Residences

Resident Advisor Job Description & Contract

Resident Advisors (RA/RAs) are graduate or undergraduate members of the University Residences staff who are under contract to the Department of University Residences and directly supervised by Area Coordinators. RAs have the most frequent and direct communication with residential students; therefore, they have an outstanding opportunity to contribute to the development and education of individuals. It is our expectation that the RA is sincerely interested in and supportive of the welfare of the students at University of North Alabama and fully committed to the position and department.

QUALIFICATIONS

- Enrolled full-time in an undergraduate or graduate degree program at University of North Alabama.
- Good conduct standing with the University.
- Good academic standing- a minimum cumulative and semester GPA of 2.5 must be maintained.
- Satisfactory completion of paraprofessional training course is required for employment (UNA 295, Human Relations Training).
- Preference is given to applicants who will be enrolled on campus a full academic year.

KNOWLEDGE AND SKILLS

- Excellent oral and written communication skills
- Outstanding organization skills and ability to work independently.
- Ability to establish and maintain effective student and staff relationships
- Understanding of and commitment to a multicultural/diverse campus community and the development of students.
- Leadership potential as evidenced by previous leadership experiences, recommendations, and staff evaluations.
- High level of maturity exhibited in sound judgment, emotional stability, flexibility, and willingness to accept responsibility.
- Strong interpersonal skills through proven ability to interact effectively with others and as perceived through the interview process and the paraprofessional class.

RESPONSIBILITIES: STUDENT DEVELOPMENT

- Meet and become acquainted with each of their residents.
- Assist students with personal, vocational, social, academic, and general concerns or refer students to other resources when appropriate.
- Spend sufficient time on the floor to assess student needs, and ensure that the information is accurately transmitted to the immediate supervisor in a timely manner.
- Mediate conflicts that may occur between roommates and among other residents.
- Encourage residents to develop responsibility for their personal safety both inside and outside the residence hall.
- Develop rapport and positive lines of communication with floor/hall residents.
- Continually model appropriate behavior through academic and personal goals.
- Maintain confidentiality of information when ethical and appropriate to do so.

RESPONSIBILITIES: STUDENT CONDUCT

- Know the procedure for handling violations of University and residence hall regulations.
- Respond to problems calmly and reasonably.

- Discuss with your immediate supervisor the best way to handle specific problems.
- Be familiar with, enforce, and be able to explain campus policies/regulations in a positive manner.
- Recognize the importance of making decisions that are consistent with the expectations and procedures of the Department of University Residences and personally abide by all policies.
- Enforce all policies accordingly. This means that under no circumstances should a RA ignore the violation of a regulation or policy by a resident.
- Maintain accurate records regarding policy violations and work closely with professional staff to communicate actions taken.
- Immediately address and document all incidents and situations that threaten the health, safety, and security of the community.
- Immediately address and document all instances of damage and/or vandalism.

RESPONSIBILITIES: PROGRAMMING & COMMUNITY DEVELOPMENT

- Facilitate development of a positive living environment by creating opportunities for residents to interact and to form connections with their roommates, other residents, and the campus as a whole.
- Create and maintain an environment conducive to studying by enforcing courtesy hours and quiet hours during the evening.
- Assist in the assessment, planning, implementation, and evaluation of a values-based programming model and related activities.
- Identify potential hall leaders and direct their involvement at the floor, hall, and university levels.
- Encourage the active involvement of residents in planning, implementing, and participating in hall, department, and university sponsored activities.
- Facilitate community standards with residents and review and/or update the standards throughout the academic year.

RESPONSIBILITIES: ADMINISTRATION & DOCUMENTATION

- Attend all weekly staff meetings, individual meetings (1:1's), and staff developments.
- Complete all assigned administrative tasks thoroughly, accurately, and on time including, but not limited to, floor meeting information, room condition reports, program proposals/evaluations, and weekly reports.
- Assist with periodic room inspections and the proper check-in and check-out of residents.
- Assist in identifying facilities in need of repair or special attention.
- Check and respond to your email and phone messages at least once per day.
- Check staff mailbox daily and post all University and University Residences signage in designated area immediately upon receipt.
- Use the appropriate chain of communication when transmitting ideas, needs or concerns about residence hall living. (Resident Advisors/Senior Resident Advisors/Area Coordinators)
- Develop positive and productive working relationships with all University Residences staff and promote a consistent high level of performance and support from and with all staff.
- Demonstrate respect and support for university policy, professional staff, support staff, hall government, and fellow staff members.

RESPONSIBILITIES: INFORMATION, COMMUNICATION, AND RESOURCE REFERRAL

- Meet regularly with individual residents and groups to explain and promote policies and programs, assess needs and community goals, and learn of ideas or concerns.
- Uphold the established standards of confidentiality.
- Role model appropriate behavior at all times.
- Encourage students to take responsibility for their own actions and to increase their consideration for others.
- Create and maintain attractive, informative, relevant, and up-to-date bulletin boards.
- Practice customer service skills that will enhance the residential experience of residents.

- Inform residents of the fire evacuation, dangerous weather procedures, and other hall safety procedures and monitor the condition of fire safety equipment in the hall.

RESPONSIBILITIES: PERSONAL/PARAPROFESSIONAL DEVELOPMENT & DEPARTMENTAL

- Actively participate in staff training (fall and spring) and developments.
- Assist in student staff and professional staff interview and evaluation processes.
- Represent and communicate the mission of the department through hall tours, preview days, and orientation sessions as directed.
- Be evaluated formally by the Area Coordinators/Assistant Directors with continued employment based upon positive evaluation.
- Be evaluated by residents on his/her floor and hall through the use of institutional assessment tools.
- Challenge yourself to achieve higher levels of awareness of people's perceptions, maintaining appropriate sensitivity and awareness of cultural norms, diversity, and diversity education.
- Maintain a positive attitude concerning departmental and university policies and procedures.
- Perform other duties as necessary or assigned by supervisors and/or professional staff.

TIME COMMITMENT: WORK LOAD

- The RA position requires a great deal of time commitment and due to the special nature of the position; no minimum or maximum number of hours can be designated. You will be expected to devote the time necessary to fulfill his/her obligation to the position. This includes specific staff duty assignments, weekly staff meetings, in-services, training, duty, and significant time and visibility on your floor.
- RAs are not allowed to maintain outside employment UNLESS the position is on-campus, limited to ten (10) hours per week, and approved by the Area Coordinator in advance. New RAs are prohibited from holding additional positions of employment during their first semester unless approved by the AC. Exceptions will be provided during extended breaks i.e. Winter Break, Spring Break, summer Break.

TIME COMMITMENT: COURSE LOAD/ACADEMIC COMMITMENTS

- RAs are required to carry a minimum of nine (9) and maximum of eighteen (18) hours per semester. Any exceptions must have the recommendation of the Area Coordinator and the written approval of the Assistant Director of University Residences. Approval will be granted on the basis of the rationale and previous performance of the RA.
- The department is extremely supportive of students pursuing their areas of academic interest, but some obligations can become problematic and conflict with the demands of the position such as hall opening/closing, staff training, and duty requirements. Because of this, RAs will be prohibited from participating in student teaching, full-time internships, and similar on-going commitments while holding the RA position.
- RAs who fall below the semester 2.5 GPA requirements will be placed on academic probation for the following semester. If their semester GPA is still below the 2.5 requirement for the subsequent semester, their position will be terminated. New RA candidacy may be revoked if GPA requirement is not met when contractual employment begins.

TIME COMMITMENT: EXTRACURRICULAR/PERSONAL ACTIVITIES

- Extracurricular involvement that does not interfere with the performance of the job is permissible. However, these obligations and positions should be discussed with the Area Coordinator in advance. Failure to obtain preliminary approval may result in disciplinary action and/or termination.
- New RAs are prohibited from participating in activities requiring extensive time commitment including, but not limited to, Greek Recruitment, LaGrange Society, Navigators, organizational officer position, etc., their first semester as an RA.
- Area Coordinators, in conjunction with Assistant Directors, reserve the right to limit extracurricular involvement should it negatively impact the RAs job performance.

COMPENSATION

- Full room scholarship for academic year (approximate value of \$4,392)
- Traditional: Stipend of \$2,700 per year (paid in 10 taxed payments of \$270 per month, August-May)
- Cluster/Suite: Stipend of \$2,200 per year (paid in 10 taxed payments of \$220 per month, August-May)
- 50 block meal plan each semester (approximate value of \$315)
- UNA Bookstore Discount (10% off everything but textbooks)

CONTRACTUAL TERMS

GENERAL EXPECTATIONS

- RAs are required to live in assigned on-campus housing for the duration of employment. Hall placements are determined by professional staff and based on the needs of the residents, staff, department, and university. All placements are subject to change as needed.
- The RA position is a one (1) year appointment. In rare instances one (1) semester appointments will be considered. Termination after one semester is possible based upon evaluation by the supervisor.
- RAs are responsible for the duties, policies, procedures, and conditions outlined in the RA Position Description & Contract, the RA Training Manual, the Residence Hall Contract, the Student Handbook, and expectations set by professional staff.
- RAs are expected to be a positive role model through personal example. An RA is subject to higher standards than a person in the general student population. Additionally, an RA is expected to respect the dignity of all individuals including, but not limited to: residents, students, professional staff, faculty and staff, family members, and members of the UNA community; and refrain from language or behavior which would be incongruent with that respect.
- RAs will refrain from any behavior that discriminates against an individual or group because of their race, color, sex, pregnancy, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state, or federal law. Any employee found in violation of this requirement shall be subject to corrective action, which may include disciplinary action and/or termination.
- The RA is responsible for other duties as assigned by their supervisor(s) or the Department of University Residences.

TIME COMMITMENT

- All RAs are required to complete office hours in the Department of University Residences. This time is dedicated solely to job-related responsibilities and RA's should prioritize accordingly. The specific number of hours is designated during fall training.
- RAs will either post designated open door hours or work evening desk hours as determined by hall placement. The specific number of hours is designated during fall training.
- RAs will be assigned to a "duty" rotation schedule for weekdays, weekends, and holidays. RAs will also be expected to provide duty coverage over breaks, as needed, which includes extended weekends, Thanksgiving, Christmas and spring breaks. RAs will be expected to follow the appropriate duty procedures which are outlined in the RA manual and Duty Contract.
- There will be periods throughout the year in which additional coverage is required for departmental events, Preview Days, Staff Selection, openings, closings, campus events, and other times as specified by supervisors.
- RA's must remain on-campus and be available throughout the week in their assigned residence hall. This includes returning to and staying in his/her room each Sunday-Thursday nights. Up to twelve (12) days may be excused per semester for personal use.
- The Area Coordinator must approve time away from the hall that extends overnight in advance.

- The Department of University Residences reserves the right to designate specific weekends as “all on duty” for RAs.

TRAINING & DEVELOPMENT

- RAs will report for work on the day indicated and will remain until the day specified each semester by University Residences. Staff should not anticipate leaving their position prior to the official hall closing date and time and Area Coordinator approval.
- RAs must participate in all scheduled training sessions and staff developments as designated by their supervisor and professional staff. RAs must participate in fall/spring trainings in their entirety and may not be allowed to participate in organizations/events/retreats/trainings that conflict with University Residences requirements.
- RAs must attend weekly staff meetings, individual meetings (1:1's), and complete weekly update reports as assigned by the RAs supervisor.

RESIGNATION

- RAs are expected to commit to the position for an entire academic year. A letter of resignation must be submitted to the Area Coordinator two weeks prior to the projected end of employment.
- RAs who resign from their position early are responsible for fulfilling their Residence Hall Contract and the department reserves the right to alter the RAs room assignment.
- Insufficient reason or improper notification of resignation will be noted on any reference that is prepared by Department of University Residences.

GROUND FOR TERMINATION

- Violation of a local ordinance, state statute, federal law, University policy, or residence hall policy.
- Acts of negligence, incompetence, or behaviors resulting in unsatisfactory work performance.
- Acts of negligence, incompetence, or behaviors that inhibit University Residences from meeting its contractual responsibility with residents, faculty, staff, guests, or visitors.
- Failure to comply with any of the conditions outlined in departmental documents including, but not limited to, the RA Position Description & Contract, the RA Training Manual, the Residence Hall Contract, the Student Handbook, and expectations set by the professional staff.

I, _____, accept the appointment as a Resident Advisor in the residence halls at University of North Alabama for the 2016-2017 academic year and I understand that the following conditions are a part of this acceptance. Employment as a Resident Advisor is contingent upon the approval of the Assistant Director and the Department of University Residences.

Resident Advisor Name (Please Print)

Hall Assigned

Resident Advisor Signature

Date

Area Coordinator Signature

Date