Resident Assistant
2017-2018 Position Description
Department of Residence Life • Division of Student Affairs • University of Wisconsin-River Falls

Title: Resident Assistant (RA)
Department: Residence Life
Reports to: Hall Director directly, Area Coordinator indirectly
Appointment: Academic year (August 21, 2017 – May 12, 2018). Employment expectations begin the date a staff member accepts the position offered.

Remuneration:
1. Single Room. Residence Life will provide a single room when available at no cost. If over occupancy occurs, RAs may choose a roommate, or one could be assigned on a temporary basis. RAs with temporary living in their room for a minimum of one full month or longer will receive $50 per month in additional compensation.
2. Meals. Residence Life will provide the Traditional 14 meal plan per semester for use when Food Service is in operation at the University Center. Some meals may be provided for staff during training programs.

2017-2018 Total Compensation is estimated at $7,060

REQUIRED DATES:
RA Kick –off
Fall Training: August 21 @ 9am through September 1, 2017
Fall Opening September 2 through September 6, 2017
Fall Closing Week December 18 through December 22, 2017 until 12pm
Spring Training: January 17 @ 6:00pm through January 19, 2018
Spring Opening January 20 through January 28, 2018
Hall Closing Week May 7 through May 12, 2018 by 5:00pm
Staff Meetings/In-Services Time/1-1 time Monday’s 8:00-10:00pm. & as assigned
***Required Dates are dates that you must be present within your community.***

Position Summary
The Resident Assistant position is a live-in student staff member. The Resident Assistant is a member of the Department of Residence Life staff in the Division of Student Affairs. The Resident Assistant contributes to the Residence Life program and works specifically to develop and enhance community for residents of an assigned wing/floor. Resident Assistants are expected to work with student residents to create an open, inclusive, and supportive residential community. This position is 15 hours a week which requires regularly scheduled responsibilities and times at which Resident Assistants are available and accessible to residents in their residence hall during evenings and weekends.

Responsibilities
This list is not meant to be a comprehensive list of job responsibilities, there will be situations and circumstances that arise which will require staff to perform other duties as assigned.

Individual Student Contact
A. Know names and information about residents in assigned community. Maintain ongoing communication and contact with residents.
B. Maintain a high profile in the hall and on the floor/wing. Be approachable and receptive
to residents.
C. Encourage interaction and involvement in activities among students on the floor/wing.
D. Establish, maintain, and enhance an environment that is supportive of academic success.
E. Confront and document inappropriate behavior. Challenge resident’s views for the purpose of development and determine when confrontation is appropriate.
F. Mediate conflicts between residents. Assist residents with increasing their understanding of one another and assist them in compromising and conflict resolution.
G. Respond to student behavior which may be indicative of personal, social, or academic problems.
H. Knowledgeable of campus resources and encourage students to seek additional help from campus resources.
I. Promote and have a broad understanding of diversity issues on campus.
J. Maintain regular and effective communication with Hall Director and Area Coordinator regarding student issues (emotional, behavioral, academic related, etc.)

Student Group Activities
A. Conduct roommate agreement meetings with community members as needed.
B. Encourage and support community and hall student leaders. Assist in the recruitment, development, and retention of student leaders.
C. Communicate regularly with residents through bulletin boards, community meetings, and informal contact.
D. Assist residents in establishing and maintaining positive community standards and in accepting responsibility for community issues.

Staff Functions
A. Attend training and activities prior to hall opening and ongoing in-services as required.
B. Assist with hall and front desk duty coverage.
C. Remain knowledgeable of desk policies and procedures.
D. Know procedures and respond appropriately to floor/wing/hall emergencies.
E. Actively support other members of the staff and established community expectations. Confront staff members in an appropriate manner when necessary.
F. Know, understand, follow, and support University policies, regulations, and procedures.
G. Serve in a duty rotation for assigned hall.
H. Attend and participate in weekly staff meetings on Monday nights from 8pm to 10:00 p.m. (Students who have academic requirements that interfere with this time, should consult with the Department of Residence Life.)
I. Attend 1-2-1 on a bi-weekly basis with Hall Director.

Management Functions
A. Administer administrative procedures (check-in, check-out, incident reports, etc.) as required by Residence Life.
B. Investigate and report room and common area damage.
C. Know and communicate room change procedures and room sign up information.
D. Inform supervisor of resident concerns regarding behavior, facilities, housing procedures, policies, etc.
E. Ability to manage projects and balance multiple tasks/responsibilities.
Community Development
A. Provide programs and activities based on the needs of the assigned community.
B. Implement the Community Development model as assigned by your Hall Director.
C. Involve residents in program planning and implementation.
D. Facilitate group meetings and lead residents through community building activities.
E. Meet all programming expectations established by the Department of Residence Life and Hall Director for the academic year.
F. Encourage participation in programming opportunities offered by Student Life and campus.
G. Assist with Weeks of Welcome orientation activities & Hall Council duties as assigned.
H. RAs on Living Learning or theme communities may have different expectations.
I. RAs assigned to South Fork Suites may have different expectations.

Qualifications and Conditions of Employment
A. Must have completed one semester at UW-River Falls or another Collegiate Institution prior to employment.
B. The RA position is a full academic year appointment. If, after being selected and assigned, an RA learns that they will be unable to work both semesters, they may be required to resign immediately.
C. Must be enrolled as a full-time student with a maximum of 18 undergraduate credits or 12 graduate credits per semester during the period of employment.
D. Minimum cumulative GPA 2.50 before and during employment. If an RA’s cumulative GPA falls below a 2.50, it will result in termination from the position. Upon signing the working agreement, if an RA has a Semester GPA below 2.50 (but maintains a cumulative GPA above a 2.50) they will be placed on Residence Life Academic Probation for the term of one semester. If the RA fails to raise their next semester GPA to a 2.50, it will result in termination from the position.
E. RAs are expected to serve as positive role models for residents. RAs are expected to follow residence hall and University policies, as well as state and federal laws. This expectation applies throughout the period of employment, whether on or off duty, on or off campus.
F. UWRF Residence hall living experience preferred.
G. South Fork Suites RA candidates must meet eligibility requirements for that building.
H. Must be able to attend RA Kickoff, fall, spring and other required training activities.

“Our mission of the Department of Residence Life is to create residential communities where students can live civilly, learn effectively and discover success.”