

### **RESIDENT ASSISTANT (RA) POSITION DESCRIPTION**

The Resident Assistant is a paraprofessional member of the department of University Housing, Wellness, & New Student Programs at Central Washington University who lives and works in the residence hall communities. RAs and University Housing, Wellness, & New Student Programs professional staff members work together to implement programs and services that meet students' needs in residence halls while maximizing opportunities for individual growth and development.

As members of the University Housing, Wellness, and New Student Programs staff, the RAs work to support the statement of community through implementing quality programs, uphold community standards as well as CWU and residence hall policies creating positive relationships between students in the hall, and role modeling choices that has a positive impact on the residence hall community.

### **QUALIFICATIONS**

Applicants must have a genuine interest in the welfare of residence hall students, basic skills in individual and group counseling and advisement, and the necessary time to devote to these responsibilities.

To be effective, a staff member must be willing to devote 19 hours a week to one's duties. Therefore, the Resident Assistant is not permitted outside employment on campus. Any outside employment must be approved by the Assistant Director of Residence Life and/or designee. Academic loads more than 17 credits must be approved by the current supervisor prior to registration. Candidates are expected to limit their extracurricular activities to avoid any conflict of interest with the Resident Assistant position.

Students who wish to enroll in student teaching, full-time internships, or participate in pre-autumn teaching cannot serve as a RA unless approved through the Assistant Director of Residence Life.

Resident Assistants may be enrolled in any academic discipline; however, all RAs must be in good academic standing with the University and maintain at least a 2.3 cumulative and 2.3 quarter GPA. Any time a staff member falls below the 2.3 GPA for more than one quarter (not necessarily consecutively), a staff member may be terminated from his/her position. All staff members must be fulltime students (minimum of 12 undergraduate credits or 9 graduate credits).

Any termination or resignation from the Resident Assistant position will result in University Housing, Wellness, & New Student programs moving the Resident Assistant from the living environment with which the Resident Assistant directly worked.

Resident Assistants must have lived in a CWU residence hall for one full academic year prior to assuming the position (preferred). Transfer students must have lived in a residence hall for at least one quarter at CWU and must have attended a college or university for at least one year.

RAs must enroll and pass Psychology 275 within their first Fall quarter as an RA.

### **CORE RESPONSIBILITIES**

#### **COMMUNITY DEVELOPMENT AND STUDENT INTERACTION:**

A "sense of community" occurs when the members of a living area respect each other's needs and rights. The Resident Assistant (RA) role is to actively aid and advise residents in developing individual responsibility, self regulation, personal growth, and social awareness. An RA needs to develop personal relationships to individually support social awareness. The RA is an educator actively reaching out to students, facilitating learning, challenging assumptions, and taking risks. To facilitate community development, the RA must:

1. Know all residents living in their assigned area and maintain positive relationships through out the year. The RA should become acquainted with each person at the beginning of the year and facilitate the entrance of new students moving in throughout the year.
2. Act as a mediator in roommate problems and disputes, consulting with University Housing, Wellness, and New Student Programs professional staff. Staff will conduct roommate agreements at the beginning of the fall quarter and review these throughout the year.
3. Provide the opportunity for formal and informal gatherings of students in their assigned area to discuss common concerns and group problems in a fair and consistent manner.
4. Encourage the development of a community that values individual differences and respects the rights and opinions of all residents. Confront inappropriate behavior which does not support such differences.
5. Assist with Wildcat Welcome Weekend and First Six Weeks programs.
6. Uphold community standards as well as CWU and residence hall policies and provide feedback on how students' choices impact others.
7. Assist in creating a Community Living Agreement for specified halls or floors.
8. Help create faculty interaction in the hall by working with Living Learning Communities, Faculty Friends, or other academic interest areas.
9. Promote community through the Statement of Community and facilitate requirements as listed in the Community Development Model.

**COUNSELING/ADVISEMENT AND EMERGENCY INTERVENTION:**

This function includes:

1. Being continuously available to any student in your assigned area for discussion of personal, social, or academic problems.
2. Recognizing the RA role as being a paraprofessional counselor position, making student referrals to the appropriate University staff member (including supervisor).
3. Maintaining a confidential relationship with the resident, recognizing their rights to privacy and ensuring that the communication channel includes the RA's supervisor.

**RELATIONSHIPS TO OTHER STAFF MEMBERS:**

As a member of a "staff team" the RA must:

1. Be available as scheduled for hall duty, completing duty rounds in the hall and those tasks outlined in Residence Hall Training (including distributing flyers and materials and preparing hall newsletters.).
2. U.S. Mail responsibilities.
3. Keep fellow staff members and University Housing, Wellness, & New Student Programs informed of floor/area and hall activities, concerns, and incidents.
4. Support and work closely with fellow staff members in the residence halls
5. Be an active member of the University community by working closely with other University Staff (Counseling, Police, Diversity Center, etc.) This includes activities related to faculty members.
6. Hold other student staff accountable to policies and job duties as defined in the RA job description. Communicate all needs with supervisor.

**MAINTENANCE AND ADMINISTRATIVE RESPONSIBILTIES:**

The RA facilitates the physical operation of the hall through:

1. Reporting the condition of student's rooms prior to and following their occupancy.
2. Checking students in and out of rooms and assisting in facilitating Housing Office approved moves within the system.
3. Promptly reporting routine and emergency maintenance needs which exist in their area of responsibility.
4. Work in conjunction with the maintenance and custodial staff to ensure the physical well being of the building and its facilities, involving these staff in hall and staff team meetings.

5. Attempt to identify persons responsible for damage in the hall so such persons can be accountable for their behavior.
6. Spending no more than nine days (overnight, 24 hour periods) away from your residence hall during a quarter. These absences from the hall must be coordinated and approved by the Residence Hall Manager/Residence Hall Coordinator/Apartment Complex Coordinator of the hall to ensure adequate staff coverage during your absence. No more than three days may be taken at any one time, and these times may not fall during opening or closing periods. The Assistant Director of Residence Life and/or designee can approve additional time off if needed.
7. Sharing in the hall staffing responsibilities for some portion of the Thanksgiving Break, Winter Break, Spring Break, and other defined times including University holidays. The halls must be minimally staffed during these times by staff living in the defined areas.
8. Being available prior to the official opening of the residence halls each quarter to prepare the building for opening. In addition, being available until after the official closing time of the residence halls to assist students with checkout procedures and prepare building of closing.
9. Submitting all required forms and reports in a timely fashion.
10. Keeping hall entry doors locked at all times except during move-in and move-out days at the beginning and end of quarters (and with exception to special hall events where entry doors are monitored by staff).
11. Distributing US and campus mail prior to 7:00pm each weekday.
12. Supporting all parking rules and encouraging students to utilize service vehicle passes to drive on campus sidewalks.
13. Performing duty responsibilities from 7 PM to 7 AM on scheduled duty nights and all day on scheduled weekend duty days as outlined by Residence Hall Coordinators/Apartment Complex Coordinator.

**TRAINING:**

---

To benefit from staff training the RA must:

1. Successfully complete Psychology 275 offered each Fall Quarter. Successful completion is a minimum of a "C" or better in the course. The course is reported as "Satisfactory" or "Unsatisfactory"; however, the instructor will give guidelines to meet the "C" requirement.
2. Arrive on the campus approximately 2 weeks prior to Wildcat Welcome Weekend for RA Training and Opening Preparation.
3. Attend weekly staff meetings with the other RA's and Professional Staff to discuss hall concerns and to exchange information.
4. Attend all staff meetings and training programs during the academic year. All staff are required to keep their academic schedule free on Wednesdays from 3:00pm-5:00pm. In addition, staff will help with reapplication and staff selection days/events.
5. Establish goals, provide and accept positive and constructive criticism to and from supervisors, peers, and residents.

**GENERAL:**

---

In performing the above functions and duties of an RA, it is expected a person in the position will:

1. Continuously provide feedback to and accept direction from the Assistant Director of Residence Life and all designees (Residence Hall Coordinators, Apartment Complex Coordinator, Residence Hall Managers, etc.)
2. Expect to receive positive feedback and constructive criticism through evaluation by the Residence Hall Coordinators and Apartment Complex Coordinator as well as other staff members as designated by the Assistant Director of Residence Life.
3. Performing other responsibilities assigned by the Residence Hall Manager, Apartment Complex Coordinator, Residence Hall Coordinator, Assistant Director, Director, or other office team members within the Office of University Housing, Wellness, & New Student Programs.