



Resident Assistant Position Description

Fall 2009-Spring 2010

Department of Residence Life

University of North Florida

The Resident Assistant (RA) is a part-time (20 hrs/week), student staff member of the Department of Residence Life at the University of North Florida. As a student, the RA lives and works with a group of approximately 30-75 residents in an assigned area of University Housing. The Resident Assistant works closely with, and is directly responsible to their immediate supervisor, the Assistant Director of Residence Life and/or the Director of Residence Life. Most RA responsibilities occur during the evening and weekends.

Information to consider prior to applying:

- 1. We strongly discourage students from applying that are in overly demanding majors (as well as students interested in obtaining teaching, internships or athletic training practicum during their RA position term of appointment, etc.).*
- 2. Applicants may NOT be employed elsewhere once they begin working as a Resident Assistant. No other employment will be approved during the Resident Assistant's first full (fall/spring) semester of his/her employment agreement.*

QUALIFICATIONS

The qualifications, requirements, and major areas of responsibility of the Resident Assistant position include the following:

At the time of application, the applicant:

1. Must be currently enrolled as a full-time undergraduate student taking 9-18 credit hours at the University of North Florida.
2. Must meet the academic requirements defined below in order to apply for a RA position:
 - a. Applicants with 15 or less credit hours must have **both** a semester and cumulative GPA of a 2.3 or higher to apply.
 - b. Applicants with 16 credit hours or higher must have **both** a semester and cumulative GPA of a 2.5 or higher to apply.
3. Must be able to provide all necessary documents for employment; international students must have approved working visa and must meet all the necessary UNF Human Resources work requirements.
4. Cannot be on Residence Life Conduct probation, University Conduct probation or academic probation.

The above criteria must be met in order for a student to be given initial consideration as a RA candidate. Exceptions are left to the discretion of the Director of Residence Life or his/her designee. Preference is given to those applicants that have lived on-campus at UNF for at least one semester.

COMPENSATION

By nature of the position, a RA is required to live on campus, and therefore is provided with a private room plus a stipend (exact amount of stipend is determined by the Department), the ability to pre-schedule for Fall and Spring classes and the ability to purchase a parking decal in their assigned Housing area.

POLICIES/REQUIREMENTS

The following items outline several requirements or policies that a RA must adhere to:

A. Apartment/Room

A RA is required to reside in their assigned room while in the RA position. A RA will be required to maintain presence in their assigned room overnight during the week and weekend, except during approved nights away. In the event of resignation or termination of the RA agreement, the RA will have 24 hours to vacate their assigned room. A RA is expected to adhere to the guest policies and may not have any unauthorized person(s) occupying their room. RA rooms will be inspected for health and safety each month by a supervisor. All RA rooms/apartments are considered dry rooms; therefore no alcohol or alcohol displays are will permitted.

B. Campus Employment (including internships, practicums, clinicals)

A Resident Assistant may not be employed or hold any other paid position during their first full semester as a RA. After successfully completing the first semester, a RA may **request** to work (participate in a clinical/practicum/intern) up to a maximum of 15 hours per week on-campus. RAs must be granted written approval by the RA's direct supervisor before they begin working or participating in any intern, practicum, clinical, etc. A RA will be required to request such approval each semester indicating his/her desired schedule. A RA's performance, visibility, availability, GPA, and other commitments outside of the RA position will be considered in determining whether approval is granted. If approval is granted, a RA will be required to limit or discontinue their other employment if their supervisor deems it necessary. **Off-campus employment will not be permitted (no exceptions).**

C. Extracurricular Involvement

The RA position requires a high amount of visibility and availability. It is important to carefully consider his/her involvement in other University or community organizations outside of the RA position. If an RA has interest in accepting an elected office or a major leadership role in an organization, a RA is required to discuss the role with his/her supervisor. If a problem arises where a RA's ability to perform his/her responsibilities in the RA position, or there are possible conflicts of interest that could result with the RA position and his/her position as an employee of Residence Life, the Division of Student and International Affairs, and the University of North Florida the RA supervisor may require the RA to limit or discontinue their involvement. Each semester a RA will be **required to submit a full schedule of his/her activities;** to include all scheduled classes and labs, all meetings, RA availability hours, approved employment hours and other extracurricular activities to their direct supervisor. Any changes to the schedule during the semester (dropping classes, joining a club, starting an approved job, change in work hours, etc.) **must** be discussed and approved by the direct supervisor.

D. Intern/Student Teaching/Clinical/Practicum/Extended Class Assignments

During the RA contract of appointment, a RA may not participate in internships, practicums, field studies, etc. unless granted written approval by their direct supervisor. A RA will be expected to request such approval in writing, indicating his/her desired schedule. **Involvement beyond 15 hours will not be approved.** Class and involvement in other commitments **cannot exceed 33 hours.** A RA's performance, visibility, availability, GPA, and other commitments outside of the RA position will be considered in determining whether approval is granted. If approval is granted, a RA may still be required to limit or discontinue their internship, student teaching, etc., if the direct supervisor, Assistant Director, and/or the Director deem it necessary.

E. RA Conduct

As an employee of the Department of Residence Life, the Division of Student and International Affairs, and the University of North Florida, a RA is expected to represent the Department, Division, and University in a positive manner **at all times**. A RA is expected to conduct himself/herself in a fashion that demonstrates support for supervisors, other RAs, Residence Life Staff, Student Affairs administrators, and other University staff. A RA may not become involved in activities that impede the official business of the University, or demonstrate a lack of support for University staff, policies, and/or procedures. All RAs must adhere to the RA Technology Usage Policy in regards to how they represent themselves, the RA position, the Department, and/or the University on social networking web pages such as Facebook and MySpace, or Instant Messaging, and/or other types of internet or published information.

F. Academic Standing

A RA is required to be enrolled in a **minimum of 9 credit hours per semester**. Any exceptions to this must be approved by the direct supervisor, Assistant Director, and/or the Director. RAs may not enroll in more than 18 credit hours per semester.

RAs must be available at 5:00 PM for on-call responsibilities Monday through Thursday. RAs must limit classes that end after 5:00 PM or begin at 5:00 PM to no more than two week nights (Monday-Thursday) per week.

A RA must maintain “Good Standing” while employed by Residence Life. “Good Standing” shall be defined as **maintaining a minimum cumulative and semester grade point average of 2.5 (undergraduate)**. A Resident Assistant’s agreement may be terminated for the following reasons: failure to achieve “Good Standing” status after one semester of probation, or the RA’s cumulative and/or semester grade point average falls below a 2.0 (undergraduate).

G. RA Agreement Dates/Holiday and Vacation Periods/Times University is Closed

The RA Employment Agreement begins approximately two weeks prior to the beginning of the Fall semester and ends a few days after commencement and the end of Spring semester. The RA is required to work during these established contract dates, including holiday and vacation days, or periods when the University is closed. Residence Life areas remain open during Thanksgiving and Spring Break. During the Winter Break, all first-year housing areas will be closed. RAs assigned to any of the first year residential areas are not permitted to remain in their RA rooms for the break period. Fountains and Village RAs will be able to remain in their RA rooms and they will also participate in providing on-call coverage during the Winter Break. Landing, Hall and Crossings RAs will participate in providing on-call coverage during Thanksgiving Break and Spring Break.

* RAs must remain on-campus to assist with preparations for natural disasters including: hurricanes, tornadoes, droughts, floods, etc. If residents are moved to shelters, on or off-campus, RAs will be expected to assist at these shelters.

H. Summer Employment

The number of Resident Assistants employed during the Summer semester is based on the number of students in residence and the facilities that are used. We expect to hire a minimum of 6 RAs for Summer A and up to 24 RAs for Summer B.

I. Time Off

Resident Assistants are encouraged to take time away and may request a **maximum** of ten nights away per semester (no more than 3 nights away at a time) and up to ten curfew extensions per semester (nights away and curfew extensions may not be carried over to future semesters). Curfew is defined as 1:00 AM Sunday - Thursday and 3:00 AM Friday and Saturday. Curfew ends at 7:00 AM. During curfew, RAs must be reachable by the phone in their RA room and on their floor or in their room. Curfew extensions must be approved by the direct supervisor up to 4:00 AM. **All nights away must be requested in writing and approved in advance by the direct supervisor.** Overnights will not be approved during the first and last week/weekend of classes each semester. Nights away from campus should not conflict with RA in-services, committee meetings or other RA responsibilities.

J. Retention and Reappointment

The first semester of employment for all Resident Assistants is considered a probationary period and continued employment is contingent upon **all RA job expectations being met** and a positive performance evaluation. The direct supervisor for the RA, the Assistant Director, and/or the Director reserve the right to terminate a RA Employment Agreement at any time if job expectations are not being met or if there are any ethical, moral, personal, academic or attitudinal problems that are interfering with the RA's ability to do their job. RAs may be terminated if they are violating University policies, and/or found to be responsible for policy violation(s) through the University and/or the Residence Life Conduct Systems. RAs that successfully complete their RA Agreements, and would like to continue in the RA position, will have the opportunity to re-apply for future RA positions. There is no "seniority" awarded for continuing in the RA position; however, returning RAs are expected to help mentor new RAs and to take a higher profile role on staff.

WORK WITH STUDENTS

It is extremely important that RAs spend time getting to know all of the residents that live in their assigned community. It is the RA's rapport with other students that determines his/her effectiveness.

To promote a supportive and friendly environment for residents, a RA is expected to:

1. Be available, visible, and accessible to residents.
2. Know every student living in his/her assigned community.
3. Interact with students to gain an awareness of their individual interests and needs, and the needs of the community.
4. Report concerns to their direct supervisor immediately.
5. Facilitate interaction among the residents so that they come to know one another.
6. Accept and encourage the diversity of beliefs, values, and interests of all UNF residents. The RA must be consistent in behavior toward all students, regardless of race, ethnic background, socioeconomic status, sexual orientation, physical challenge, religion, etc.
7. Know campus and community resources that are available to help students and be able to effectively refer them.
8. Assist residents with conflicts; participate in mediation and encourage conflict resolution.
9. Identify and offer assistance to students who have personal, academic, health, or other problems.

PROGRAMMING AND COMMUNITY DEVELOPMENT

Each RA is expected to promote individual and group development through the implementation of programs. In promoting a sense of community and a learning environment, the RA is required to:

1. Plan and implement a variety of social and educational programs, according to requirements established by their direct supervisor, the Assistant Director, and/or the Director. A minimum of

- six programs plus one area program per semester is required.
2. Encourage students' involvement in the planning and implementation of programs.
 3. Support activities in the housing areas and on campus by personal attendance and participation (sporting events, family weekend, homecoming, and other events).
 4. Encourage and support leadership opportunities for assigned residents.
 5. Hold regularly scheduled wing/building/floor meetings to disseminate information about Residence Life policies, procedures, and to build a strong, cohesive community.
 6. Create, post and maintain all bulletin boards. New bulletin boards must be posted monthly.
 7. Post and maintain fliers, posters, information and other distributed materials keeping all posted materials up to date on a daily basis.

ENFORCEMENT OF POLICIES

By accepting employment with the University, the RA has accepted responsibility for understanding, adhering to, and enforcing all University and Residence Life policies. RAs serve as role models and leaders for all UNF students. The RA is required to:

1. Set an example by adhering to all University and Residence Life rules and regulations. Also, RAs must abide by Florida State Law and Federal Law at all times. Underage drinking and illegal drug use will not be tolerated on or off campus.
2. Assist students in knowing what is expected from them and the reasons for these expectations.
3. RAs must confront, document, and report **ALL POLICY VIOLATIONS** and assist in the conduct process, as needed. All documentations must be submitted by the following business day or as communicated by supervisor.
4. RAs must understand the limitations of his/her authority, and seek assistance from their supervisors and/or the University Police when necessary.
5. Perform other duties related to policy enforcement, confrontation, etc., as assigned.

ADMINISTRATIVE DUTIES

The RA is required to perform a variety of duties that contribute significantly to the smooth functioning of the Residence Life community. The RA is expected to:

1. Have an answering machine in their RA room and to leave a recording that clearly states their name, where they are a RA, and instructions for emergencies, etc. The message needs to be positive and professional. The RA phone line must be accessible for residents, the Housing/Residence Life Offices, Housing/Residence Life Staffs, etc.
2. Assist in the preparation for the beginning (check-in) and ending of each semester (check-out).
3. Be present for and perform all of the responsibilities associated with both check-ins and check-outs.
4. Post a **minimum** of 1 hour of availability for each weekday (Monday-Friday) between 8:00 AM and 5:00 PM on your RA door and remain in your room during these scheduled availability hours. Also, post your phone number and the Residence Life Office phone number.
5. Encourage residents to promptly report necessary repairs and problems to the Central Housing Office or through the online work order system.
6. Have references available, including The Resident Handbook, Student Handbook, and similar materials. Be knowledgeable of the information contained in these references.
7. Conduct daily rounds of assigned area, monthly Health & Safety inspections for each room/apt. in assigned area, fire drills and routine safety and security checks. Report all problems immediately to the Central Housing Office.
8. Ensure that all Room Condition Forms are filled out completely and accurately and are done so in a timely manner.
9. Conducts housing tours as assigned and assists with housing tours for scheduled weekend events.
10. Performs all other administrative duties as assigned by supervisor, Assistant Director, and/or the Director of Residence Life.

DUTY RESPONSIBILITIES

RAs play a key role in helping to maintain the safety and security of the Residence Life areas. All RAs share responsibility in a rotating duty schedule that is established by their direct supervisor. While on duty a RA is expected to:

1. Conduct very thorough rounds, and document any safety or security issues observed or reported to them.
2. Confront and document all Residence Life/University policy violations.
3. **Remain in their area of responsibility for their entire duty shift** (i.e., Cove, Crossings, Fountains, Hall, Landing or Village). **Only Exception:** Hall RAs may go to the cafeteria next to the Hall while they are on-call since cooking facilities are not available (but must respond immediately if called or requested to do so by a supervisor and/or University Police). RAs on meal plans will be expected to plan ahead. RAs may be asked to leave their area of responsibility to participate or assist with a Residence Life emergency, event, training, function, program, etc. In these instances, RAs will be notified by their direct supervisor that they are permitted to leave their assigned areas for these designated times.
4. Check that doors are secured.
5. Report all incidents to the Area Coordinator or Professional Staff Member on-call.
6. Carry on-call cell phone to respond to all calls IMMEDIATELY.
7. Seek assistance from other staff, University Police Department (UPD), or other resources as necessary.
8. Complete maintenance work orders and report all damages immediately.
9. RAs are supplied with Master Keys to assist with room lock-outs, emergency situations, or as needed. Master keys may NOT be loaned to anyone at any time. RAs may NOT key into a room without approval from an Area Coordinator. RAs must have another Staff Member with them when using a master key to enter a room.

WORK WITH STAFF

RAs operate as one member within a larger staff. As part of a staff, a RA is required to:

1. Participate in all RA training sessions (including those scheduled prior to the start of each semester).
2. Attend all in-service training sessions (**Friday afternoons for 2 hours between the hours of 2:00 PM and 5:00 PM**).
3. Meet regularly with his/her supervisor, according to the established schedules.
4. Play a positive role in staff meetings and staff relationships (be flexible, sensitive, and understanding of others).
5. Provide support and volunteer assistance, as needed.
6. Attend, be on time for, and be prepared for all required meetings including one on ones, staff meetings, committee meetings, in-services, RHA, Area Council, etc.
7. Perform other duties as assigned.

COMMITTEE/PROJECTS

In order to meet the goals of the Department of Residence Life, and to further the development of the individual RA, a RA will be assigned to a project or placement on a committee. As part of this assignment, a RA is required to:

1. Attend and actively participate with a positive, helpful attitude in all required meetings. Committee meetings may be held on Fridays when there is no in-service and/or other agreed upon days and times, as needed.
2. Complete projects or assignments in a timely manner, as assigned by the committee chair and/or supervisor.
3. Keep direct supervisor and RAs informed of status of committee/project(s).

Summary of Major Commitments in the RA Job

DAILY

- Check RA Mailbox in the Office of Residence Life (M-F between 10:00 AM - 5:00 PM)
- Check for email from supervisor or Department
- Check floor/building for outdated flyers and maintenance or custodial issues
- Interact with residents, follow up on any issues
- RA Office Hours (one hour each day between 8:00 AM-5:00 PM)

WEEKLY

- Staff Meetings (two hours one night a week)
- One-on-one meetings with Supervisor (30 - 60 minutes during weekday)
- Attend a two hour RA In-Service/Committee meeting (between 2:00 PM - 5:00 PM)
- On-call 2 – 3 days/nights each week

MONTHLY

- Conduct floor/building meetings (evening)
- Complete Health & Safety Inspection of rooms/apartments
- Present two RA programs (typically in the evening)
- Participate in Committee events (typically one per month)

SEMESTER

- Fall training that starts two weeks before classes
- Spring training that starts five days before classes
- Assistance with fall and spring check in and out
- Work on an Area Program each semester with your staff
- Assist with the Staff Selection processes
- Holiday on-call responsibilities during Thanksgiving, Christmas, and Spring Break