

Reinhardt College
RESIDENT ASSISTANT
Position Description

The Resident Assistant (RA) is an integral part of the staff of the Division of Student Affairs. The RA is directly supervised by the Residence Life Coordinator (RLC) in each complex. The RA is also accountable to the Director of Residence Life and to the Vice President for Student Affairs.

The role of a RA requires responsibility. The RA must actually *live the position*. Each day, at any time, students and staff may need to call upon a RA. Individual student needs will require a RA to utilize his/her abilities, recognize his/her limitations and seek the help of other students and/or professional staff.

The role of the RA changes. It is a position in which each day new challenges will be presented, requiring intelligent and responsible actions. Below is an outline of the expectations, duties, and responsibilities of the RA including: student related functions, administrative tasks, personal development, and academic performance.

A. Give leadership to the development of programs and activities in one's building or area and responding to the needs of students and the goals of the department.

Assist in the implementation of Residence Life programming. These programs can be educational, social, cultural, recreational, or spiritual.

Participate with other staff members in planning additional programs in your residence hall and in the campus community.

Plan and implement other programs to meet the needs of one's floor, wing, or area.

Participate with other staff members on designated committees.

Every R.A. must meet the preset minimum programming requirements every semester.

B. Facilitate student-to-student and student-to-staff interaction.

Participate in the duty rotation and serve as "RA on Duty".

Develop and maintain ongoing relationships with floor, wing, and area residents.

Initiate contact, make introductions, and stimulate conversation among residents.

Serve as an advisor and consultant to residents both individually and in groups concerning academic, social, and personal problems.

Be an effective two-way communication agent between the students and staff members.

Cooperate with the Residence Life Staff by rendering advice and assistance when asked.

Initiate contacts between student and staff members.

Actively promote and encourage relationships with persons of different backgrounds, ideologies, etc.

Be available to your residents on a regular basis.

Attend meetings designated by the RLC and Director of Residence Life, to include weekly staff meetings, all staff meeting when scheduled, and one-on-one meetings.

Attend training seminars at the beginning of each semester and throughout the semester as needed.

Attend/conduct floor meetings.

C. Develop and utilize knowledge and ability to help students define their problems and explore possible solutions.

Provide floor members with encouragement for individual growth.
Encourage and display communication as a means to resolution.
Be a person who attracts and respects confidences, utilizing discretion in communicating personal conversations with residents to other persons.
Be alert and responsive to mental and physical health needs of residents.
Communicate special student needs to your Residence Life Coordinator.
Take time to listen and help!

D. Enforce policy for an atmosphere conducive to satisfactory conditions as a means to maintain an area fit for studying and living.

Set an example by adhering to the rules and regulations of the College and living areas.
Inform the residents of group living expectations.
Encourage residents' involvement in peer group enforcement of rules and regulations.
Call residents' attention to their misbehavior and offer suggestions to redirect it.
Report behavioral infractions according to predetermined policies.

E. Serve as a resource for community members concerning services and opportunities available within the College and community.

Realize, as a paraprofessional, your capacity to help members with specific problems by using your knowledge of available services within the College and community.
Be prepared to respond to emergency situations (illness, fire, tornado, black outs, etc.) and insure that floor members are knowledgeable of emergency evacuation procedures.
Develop a working knowledge of the type of help we are able to provide, the location of on-campus and community services (such as Counseling, Health Services, Financial Aid, etc.).
Communicate emergencies to the Residence Life Coordinator and/or Director of Residence Life.

F. Assist resident students in interpreting and insuring compliance with the rules and regulations.

Intercede, as a concerned student and staff member, when there is a policy violation.

G. Maintain the academic status required for continued status, to be on staff.

Maintain the minimum cumulative and semester grade point average of 2.50.
Be enrolled as a student, having between 12-18 credit hours per semester unless approved by the Director of Residence Life.
Be an academic role model.

H. Receive prior approval for outside employment and or from the Residence Life Coordinator and/or Director of Residence Life.

Approval is given on an individual basis.
Understand that as a Resident Assistant, your job responsibilities must have priority over outside employment and/or extracurricular activities.

The Resident Assistant will receive a compensation award in the form of scholarship to cover the cost of their room/apartment during the time they are on staff. If they are terminated anytime during the semester their compensation will be prorated. Please check with the financial aid office to see how this might affect your financial aid package.