

Resident Assistant Applications Available in Student Life Applications Due on February 23rd

Job Description

The role of the Residence Life Staff is to promote physical, social and learning environments, which enhance the educational and developmental aspects of the student's experience at Christian Brothers University. The Residence Life Staff has an obligation to the University, as well as to the students with whom they work, to understand and promote our educational goals with confidence and competence. The Staff aids in the realization and support of these programs. Staff relationships with the students are guided by the perception that the Residence Life program is fundamentally educational in nature.

The Staff is committed to the belief that students accept the responsibilities in a community environment not only for their behavior, but are responsible for the actions or results of such behavior. As a result, the residence halls are viewed as an area in which the total development of an individual may be realized. The Residence Life Staff is relied upon to a high degree to develop and carry out specific programs that assist students in the process.

Residence Life Goals

Within the limitations of responsibility to the total University community, every effort must be made in the programs and approaches to a student to respond to the "uniqueness" of each individual. The goal should be to develop the student's responsibility for their own actions by allowing them to regulate and govern themselves appropriately.

Specific goals for the Residence Life Staff at Christian Brothers University are the following:

- To promote an atmosphere conducive to academic achievement and intellectual stimulation
- To promote one-on-one assistance by listening, advising and referring
- To promote and support the initiation of extracurricular programming developed around the philosophy of wellness
- To aid students in developing a sense of individual responsibility and self-discipline
- To provide comfortable, safe and convenient places to reside
- To interpret University objectives, policies and rules to students and to help them utilize the broad range of services and agencies available to them

Specific Responsibilities of the Resident Assistant:

Following are the major roles and duties of the Resident Assistant. It should be understood that this description cannot cover all the roles and duties performed by the Resident Assistant. Some duties are unique to each residence area and will be outlined by the Director of Residence Life or the appropriate Resident Director.

1. **Participate in all training and orientation sessions** to include weekly hall staff meetings, a fall training workshop and on-going in-service staff development sessions to be held on a monthly basis throughout the year.
2. Assist with the clerical and administrative duties necessary for the efficient operation of the hall. Participate in weekly staff meetings and individual meetings with the Resident Assistants.
3. Participate in a rotating duty schedule (typically 2-3 nights per week) for the assigned residence area in accordance with established policies. This will include duty over campus holiday periods (Fall break, Spring break, etc.). Primary duty consists of being **present in the building from 7:00 p.m. to 7:00 a.m.** The RA must be available and make rounds between the hours of 7:00 p.m. and 12:00 a.m., 2:00 a.m. on weekend (Friday and Saturday) nights.
4. Promptly report building maintenance and housekeeping problems or needs. Maintaining a familiarity with the building during regularly scheduled duty times should accomplish this.
5. Share the responsibility for maintaining a safe secure living environment.
6. Participate in regularly scheduled fire and safety drills. Report any nonfunctioning or malfunctioning equipment immediately.
7. Maintain accurate and up to date hall records, including rosters, reports and duty logs. Submit timely reports as requested.
8. Submit written incident reports when appropriate. These reports should be submitted by **8:00 a.m.** on the day following the incident.
9. Refer any incident needing specialized personal help to the appropriate University resource.
10. Provide mediation in roommate conflicts.
11. Aid in the adjustment process for students new to Christian Brothers University by helping them become acquainted with the University and its programs.
12. Maintain open and informative communication lines with residents through bulletin boards, memos, newsletters and other creative means.
13. Develop, implement and promote recreational, educational, cultural, spiritual, occupational and social programming on the floor and in the hall on a monthly basis.
14. Participate in a semester staff evaluation process.
15. Give the position priority over **all** other areas of activity with the single exception of your academic work. An appropriate academic load for the first semester RA is 15 hours. Your Resident Director must approve any hours in excess of 18, in advance of your registration. **** In addition, Resident Assistants may not register for more than one night class per term.**
16. All other employment while the University is in session may not exceed **15 hours per**

- week** and may not take priority over the RA position.
17. Discuss all pledging, active fraternity or sorority participation, or offices held in campus organizations, in advance, with your Resident Director.
 18. Be in the hall whenever the University is in session, returning on the date specified before the hall opens after vacation periods and remaining through the last day prior to a vacation period and the closing day of the halls (including your own last semester). RAs are expected to limit weekend plans to an average of one weekend per month. The Resident Director must be informed, in advance of any overnight trips.
 19. Host potential students during Overnight Campus Previews (organized by Admissions).

Minimum Qualifications

Academic Standing: Candidates must have and maintain at least a **2.5 GPA** at the time of application, and have attained sophomore standing when assuming position. Demonstrated academic success is important to the position and will be considered accordingly.

Residency: Applicants must have had prior experience in group living, preferably to include at least one year in a residence hall. Off-campus students who have had this experience are encouraged to apply.

Experience: Leadership experience in campus, community or residence hall work, activities or organization is desired.

Personal Skills: Must demonstrate skills in human relations, maturity potential for leadership, tolerance of different viewpoints, assertiveness, willingness to accept responsibility and sincere interest in working with students. Students must also have a record of good personal conduct.

Termination of Employment

The RA may initiate resignation of this position at any time in writing with two (2) weeks notice to the Director of Residence Life. The Director of Residence Life may also terminate appointment for failure to fulfill the expectations of this position description.