

UNIVERSITY of
NORTHERN COLORADO



**HOUSING & RESIDENCE LIFE
RESIDENT ASSISTANT POSITION DESCRIPTION**

The Department of Housing & Residence Life at UNC is committed to the education and development of student potential, both academically and personally, within an inclusive learning community that emphasizes the connection, support, diversity, and collaboration that makes it possible for the individual to succeed in their collegiate pursuits. The program seeks to maximize student involvement and learning through leadership opportunities, academic support initiatives, and dynamic programs designed to assist students in their own personal development. The department values inclusive community, personal touch, student learning, and facility excellence.

Community and Leadership Development

- Entire staff will conduct educational, social, civic engagement, and diversity related programs to foster the development of your floor and hall community as well as support the community development model initiated by the supervisor
- Develop community by encouraging residents to build relationships with one another and by encouraging consideration of and concern for others
- Be regularly available and visible within your floor community and be approachable to all students especially in the evening hours
- Encourage student connection to the university through campus events and leadership opportunities.
- Identify and solve community issues such as interpersonal conflicts, personal problems, and crisis intervention through mediation and appropriate referrals
- Maintain a positive attitude and appreciate others whose views and attitudes are different than your own
- Create an environment where all students, regardless of race, religion, ability, gender or sexual orientation can learn and be engaged in the life of the institution
- Uphold and support all University and Housing & Residence Life policies
- Communicate regularly with the Hall Director regarding any floor issues or concerns
- Support the mission and goals of the Hall Director in areas of programming and Hall Council involvement
- Develop and maintain working relationships with Housing & Residence Life personnel

Academic Support and Retention

- Design and promote community through programs and activities that create an environment conducive to high academic achievement. Support academic programming and faculty interaction in the residence hall community. Provide informal advising to students regarding academic decisions and goals as well as make appropriate referrals to campus resources
- Promote campus academic resources such as the Den Study Space, Academic Support and Advising Office, Tutoring and Career Services

Individual Resident Relations

- Learn names and background information of all students living within your assigned floor community, within the first two weeks of school starting
- Develop helping skills to assist residents with their concerns and to provide guidance on an appropriate resolution when necessary
- Be sensitive to each individual's transition to the University community and make referrals as necessary, while maintaining confidentiality and a duty to report
- Spend sufficient time within your assigned floor community to assess programming and facility needs and that the information is being communicated to the appropriate supervisor in a timely manner
- Continually serve as a role model for the community with well thought out decisions
- Maintain confidentiality of information at all times. (FERPA and HIPPA)

Administrative Responsibilities

- Complete all administratively assigned tasks thoroughly, accurately, and on time
- Assist in gathering data from the student population in order to facilitate developmental programming and program evaluation within Housing & Residence Life
- Complete necessary records associated with the student check-in/out process and turn in paperwork to your supervisor upon completion

Professionalism

- Residence Hall Staff are expected to uphold, enforce and live by campus alcohol policies. Staff members have an obligation to hold each other accountable to the expectations for staff use of alcohol. Residence Hall Staff found violating policies outlined in the Housing & Residence Life Handbook, Student Rights and Responsibilities, and/or laws within the State of Colorado may be terminated. (Alcohol Agreement)
- As an employee with H&RL, it is expected that staff act in a professional manner at all times. If a conflict or disagreement occurs, speak directly with your supervisor about the issue and discuss the situation. It is inappropriate to gossip or complain to residents or peers about job related items.
- Maintain an effective working relationship with all people in working environment and UNC community
- Demonstrate good written, listening and oral communication skills
- Demonstrate quality decision making and evaluative skills
- Project a positive attitude toward the position, department, and institution

Conditions of Employment

- The RA must carry and complete a minimum course load of twelve (12) semester hours and not to exceed sixteen (16)-credit hours per semester. Written request for permission to take additional hours (16 or more) needs to be addressed to the Hall Director. An RA must maintain and successfully complete twelve (12)-credit hours a semester to remain employed.
- Resident Assistants are required to have a 2.5 cumulative gpa at time of employment. RAs must maintain a 2.5 semester gpa while in the position. In the event that a staff member drops below the 2.5 semester requirement, a one semester probationary period may be assigned for the staff member to meet the requirement. If a semester gpa is below a 2.0, the staff member will be removed from the position.
- RAs must be in good conduct standing with the University and not be on any probationary period through the conduct sanctioning process
- The RA will have on-going feedback and evaluations throughout the course of employment with Residence Life and the RA must maintain satisfactory performance of duties as well as academic conditions in order to continue employment.
- Evaluations, warnings, and letters of warnings will determine opportunity for re-hire in the future
- Employment Outside the Community- A maximum of six hours is allowed with approval from the Hall Director.
- Front Desk Employment - Maximum ten paid hours at front desk is allowed unless the RA is also working outside the community. In this situation, the RA is allowed to work a maximum of four paid hours at the front desk for a total of ten paid hours overall.

Time Commitments (Minimum with discretion of the direct supervisor)

- This is a live-in position, with regularly scheduled responsibilities (i.e., staff meeting, on-call duty responsibilities, and additional desk coverage); additional hours per week of time available to residents as needed. Supervisor may require additional responsibilities.
 - Desk Hours - Six per week (unpaid)
 - In-Services – Up to Four Per Semester
 - Weekly Staff Meetings - Once a week for two hours
 - Duty/On-Call (Depends on staff)
 - One day per week
 - 4 - 5 weekends a semester
 - All Community Meeting - Once a month for one hour/floor meeting
 - All Desk Staff Meeting – Up to twice a month for one hour
 - Attend RHA or Community Council - Choose one-once a week for one hour

- Weekly 1:1's –Thirty minutes every week, or one hour every other week
- All Bulletin Boards changed once a month
- Door Decorations - Changed twice a semester
- Training
 - Extensive Fall Training-approximately two weeks before residence halls open. Required to be at training on-time. If staff member is unavailable to be present for training dates, the staff member will be removed from the position.
 - Extensive Spring Training- approximately one week before residence halls open. Required to be at training on-time. If staff member is unavailable to be present for training dates, the staff member will be removed from the position.
- Break Periods
 - December Closing-Stay until Saturday 5pm after buildings close unless directed by supervisor.
 - Spring Break- until duties are complete
 - May Closing - Stay until Saturday 5pm after buildings close unless directed by supervisor.
- Prior Hall Director Approval is required for hourly on-campus and off-campus employment
- Prior Hall Director approval is required for extracurricular and/or volunteer involvement prior to participation.
 - Student teaching or interning is allowed beyond second semester as an RA. Written requests and action plan for student teaching or interning must be submitted and approved by Hall Director
- Weekends (Closed, must remain on-campus during these specific weekends)
 - Only four weekends off
 - Fall Opening
 - Family and Friends
 - Homecoming
 - Winter Closing
 - Spring Opening
 - Spring Fest
 - Spring Closing
- Administration
 - Check-ins and check-outs
 - Health and safety checks – Once per semester
 - Intentions fall/spring
 - Surveys and assessments
- Administrative duties assigned by HD in a timely manner

Compensation

- Compensation for the position consists of Room & Board plan (160 Meal Plan, \$50 Dining Dollars) per semester for the assigned hall
- \$800 Stipend per academic year
- Financial Aid packages may be reduced while employed as a Resident Assistant. It is important to check with the Financial Aid office to see how the position would affect your potential aid package.

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If removed from the position for any reason, compensation for room and board will cease on the effective date of termination, according to a pro-rated schedule. Food charges after that point of termination will be billed to the former staff member. All regular housing contract terms apply.

I have read and understand the responsibilities of this appointment. I also recognize that this position is termed an at-will employment and could be terminated for violation of this agreement and departmental expectations.

Staff Member

UNC Bear #

Date

Residence Hall Director