



## **2010-2011 Resident Advisor Job Description**

### **Objectives of the Resident Advisor Job:**

- 1. To provide personal support for the individual student**
- 2. To provide a sense of belonging in University Courtyard and the University through developing and supporting social and cultural programming**
- 3. To encourage retention of residents and to develop student growth through providing services and educational programs which both challenge and support our residents. To also support University services and programs which do the same**
- 4. To maintain a sense of community and an academically supportive environment by establishing limits and enforcing policies which follow University regulations and limits damage to property**
- 5. To promote an atmosphere that is conducive to creating an appreciation, understanding and acceptance of individual differences and lifestyles regardless of physical abilities, race, ethnicity, sexual orientation, religion, age, gender or political affiliation**
- 6. To provide student leadership and training opportunities**
- 7. To support the educational role and personal development of the Residential Life staff**

### **How do Resident Advisors accomplish this?**

- 1. Provide personal support for the individual student:**
  - Make an effort to know and establish rapport with all residents in your assigned area
  - Help residents get to know one another and provide opportunities for interaction
  - Serve as a resource about the University, its programs and services
  - Intervene and assist in the resolution of interpersonal and inter-group conflicts
  - Identify and work with students having social, academic or health problems and make appropriate referrals when problems are beyond your level of expertise
  - Be available to residents in the living unit
  - Preserve the confidentiality of personal communications, while reporting significant issues to supervisor as instructed
  - Facilitate regular community meetings and maintain updated information boards
- 2. To provide a sense of belonging in University Courtyard and the University through developing and supporting social and cultural programming:**
  - Participate with residents in social, athletic, and educational activities, whenever possible
  - Work with residents to develop at least one social or recreational activity per month
  - Work with staff members to develop at least one building wide social program per semester
  - Assist in the implementation of Color Games programs as well as other annual community events such as Milk & Cookies, the Halloween Carnival, Community Service programs, Resident Appreciation Day/Week, Kid's Day and Vintage Days
  - Provide residents with information about up-coming events occurring in the Residential Community, on campus, and in the surrounding community in a timely fashion.
- 3. To encourage retention of residents and to develop student growth through providing services and educational programs which both challenge and support our residents. To also support University services and programs which do the same:**
  - Assess the needs of the residents in your area to determine what types of educational programming need to occur on a month-to-month basis
  - Work with RA staff and residents to develop and implement one educational program per month (First and last months of each semester excluded)
  - Work with RA staff and residents to develop and implement one building wide community service program per semester
  - Update bulletin boards with passive educational programs on a regular basis
  - Serve on one educational programming committee during the year (Diversity, Drug and Alcohol (BACCHUS), Wellness, UC BEST, or Academic Success)
  - Address the academic needs of your living community on a regular basis
  - Assist in the implementation of the "Tunnel of Oppression" program in the Spring semester
  - Assist in Smittcamp Honors Info Days, and other outreach events throughout the year.

- 4. To maintain a sense of community and an academically supportive environment by establishing limits and enforcing policies which follow University regulations and limits damage to property:**
  - Follow all campus and University Courtyard regulations, as well as state and federal laws
  - Sign and follow the RLS Behavioral Paperwork (including the Alcohol and Discipline policies and procedures)
  - Uphold and enforce all policies as outlined in the campus regulations, Housing License agreement and resident handbook
  - Serve as a mature role model in the community
  - Model appropriate respect for the health, safety, welfare and rights of all members living at University Courtyard
  - Maintain a living environment in which residents respect the rights of all community members
  - Demonstrate a concern for all University property including buildings, furnishings and the surrounding physical area
  - Communicate all maintenance and housekeeping concerns to the Facilities Coordinator in a timely fashion and follow through to assure that resident needs are addressed
  - When damage or loss to property occurs, help identify the offending student or group responsible
  - Work assigned duty shifts
  - If a situation requires follow up, consult with the Resident Director and/or Residential Life and Student Conduct Coordinator the day after duty shifts
  - Confront any violation as it occurs whether or not you are on duty, or contact the appropriate staff member or police if the potential violation warrants assistance
  - Assist in any emergency in University Courtyard
- 5. To promote an atmosphere that is conducive to creating an appreciation, understanding, and acceptance of individual differences and lifestyles regardless of physical abilities, race, ethnicity, sexual orientation, religion, age, gender or political affiliation:**
  - Promote the implementation of an inclusive environment by making an intentional effort to include residents of all backgrounds in floor and committee programs
  - Provide floor-based programs that appeal to the diverse needs and interests of the population
  - Address behaviors that detract from the development of a positive multicultural environment
  - Serve as a positive role model of inclusiveness and acceptance, and celebrate diversity with members in the community
- 6. To provide student leadership and training opportunities:**
  - Assist in the recruitment and identification of Residence Hall Association (RHA) members
  - Assist the RHA representative from your area to develop and maintain communication channels with residents
  - Identify residents to serve on various programming committees
  - Attend community-wide events sponsored by RHA
  - Connect residents to campus clubs and organizations
  - Assist in the recruitment of future Resident Advisors and Public Safety Assistants
    - Help recruit future RAs & PSAs through class talks, info session attendance and nominations of leaders in your area
    - Participate in RLS Group Process, RA/PSA interviews, RA/PSA shadows, and other interview processes
  - Assist in the recruitment of students for the campus Leadership Program
- 7. To support the educational role and personal development of the Residential Life staff:**
  - Work under the supervision of the Resident Director & Assistant Resident Director and collaboratively with other Resident Advisors and Public Safety Assistants
  - Develop and maintain regular, open, and honest communications with the Housing Professional staff
  - Attend and participate in training and orientation programs prior to the beginning of each semester.
    - RAs are expected to return to campus by Friday, August 6, 2010 and ready to train at 5pm
      - RAs will be expected to actively participate in ALL training activities through Opening Day – Thursday, August 19, 2010
      - RAs should not have any other commitments during this time
    - RAs are expected to return to campus around one week before classes resume for the Spring 2011 semester
  - Attend RLS In-Services on Wednesdays from 4-6pm throughout the year
  - Attend other training sessions throughout the year
  - Maintain a 2.5 cumulative and semester GPA. Because Resident Advisors are student role models, you may (in the discretion of University Courtyard) be terminated from the RA position if you fail to have and maintain a 2.5 cumulative and/or semester GPA

## **Other Responsibilities of the Resident Advisor include:**

### **1. Desk Shifts**

- Provide service to all residents and visitors
- Keep accurate and complete records for all transactions
- Provide good public relations with students, parents and guests
- Other projects as assigned

## **Other Responsibilities (continued):**

### **2. Package/Mail Shifts**

- Provide service to residents who are picking up their packages
- Keep accurate and complete records for all transactions
- Processing mail received at hall desks, including placing mail in student mailboxes
- Provide good public relations with students, parents and guests
- Other projects as assigned

### **3. Tours**

- Promote on campus living by providing University Courtyard tours on a regular basis for prospective residents

### **4. Administrative Tasks**

- Assist supervisor in implementing the daily hall business operations and services of the hall (e.g. check-in/out, room changes, hall closure, on-call, desk, package shifts and mail).
- Post campus information and collect information from residents (individually and through hall meetings) in a timely fashion.
- Meet weekly with hall staff to share information and discuss community concerns.
- Meet weekly with Resident Director to discuss concerns and receive feedback regarding job performance.
- Is involved in a self-evaluation periodically and evaluates Resident Director once a semester.
- Meet, at a minimum, once a month with the Assistant Resident Director to develop a mentoring relationship.
- Conduct Health and Safety Inspections/Fire Drills at least once a semester. Also, RAs are required to assist in the evacuation of a building in an emergency situation.
- Assume other responsibilities as assigned by the Resident Director or Housing Office.

## **Time Commitments:**

- Commit to the RA position for one academic school year with a start date tentatively of August 6, 2010 and an end date of May 30, 2011
- Attend All Day Spring Training sessions tentatively scheduled on Sunday, April 25., 2010
- Assist with the opening and closing of University Housing and be present during opening and closing weekends
- Maintain each Wednesday from 4-6:00pm for RLS In-Service times
- Remain on duty through hall closing at the end of each term
- Provide duty coverage for extended holiday or break periods (Thanksgiving, Winter or Spring break) as assigned
  - RAs should not make travel arrangements for break periods without prior approval from the AD

## **Time Off:**

- Resident Advisors are permitted four (4) weekends per semester off campus. The time must be arranged in advance with the Resident Director
- Restrictions will be made for special weekends (i.e. Opening and Closing weekends, Staff training, Sneak Preview, Honors Info Days, RLS Group process, Central RAP conference and other weekends deemed necessary)
- A weekend is defined as extending from Friday at noon until 8:00 a.m. Monday morning.
- Time off schedules are subject to change if the need arises or staff is short handed

## **Other related tasks and assignments:**

- Adhere to all expectations articulated during training programs, written policies in the RLS manual and other written communications.
- Respond to directives from your supervisor or other members of the Housing staff.
- Adhere to the terms and conditions of the Housing License agreement, including all policies and behavioral guidelines. If you are found to be responsible for a violation that would place you on probation within the residential community, you may be asked to relinquish your Resident Advisor position.
- Participate in the selection process for the 2011-2012 Resident Advisor staff, as directed
- Reside within University Courtyard and eat meals in the University Dining Hall as a condition of employment
- Assist custodial and maintenance staff as needed
- RAs are expected to assist the Food Services staff in maintaining proper conduct in the University Courtyard Dining Hall
- RAs are expected to use their personal cell phones in the performance of their job. A small cell phone stipend will help cover the cost of usage

# Other Terms and Conditions of the Resident Advisor Position:

## Student Status

- Resident Advisors must enroll for a minimum of 6 and a maximum of 15 undergraduate (minimum 3 and a maximum 10 graduate) units during both the fall and spring semesters in which they are employed.
- Students who have courses, which require that they regularly spend numerous evenings in the library, laboratory or elsewhere outside the hall, should not accept this position
- RAs may not attempt to carry more than one night class per week (after 5:00 p.m.) without permission in advance from the Residential Life and Student Conduct Coordinator or Assistant Director of Housing
- RAs who wish to take more than the maximum allowable units must get prior approval from the Assistant Director of Housing

## Outside Employment and Major Commitments

- RAs may not have outside employment or other major outside commitments that may conflict with the duties or time demands of the Resident Advisor position during their first semester of employment as a Resident Advisor. Major outside commitments include but are not limited to: holding office in Associated Students Inc, serving as President or other major officer of a student club or organization or participating in intercollegiate athletics.
  - RAs who are a part of the Marching Band need to be aware that this position has scheduling conflicts with required activities of the Band. It is possible to do both, however, this job needs to be a priority over your commitments to the Band. Please keep in mind that Resident Advisors are limited to 15 undergraduate units.
  - Resident Advisors may not pledge a social fraternity or sorority during either the Fall or Spring semesters in which they are employed. If you are already in a fraternity/sorority, you must inform the Residential Life and Student Conduct Coordinator or Assistant Director of Housing about your time commitments to the organization. You may not hold an official position within your fraternity or sorority during your first semester as a Resident Advisor, as doing so could lead to conflicts between your fraternity or sorority activities and the time demands of this position. Also, an official position with your fraternity or sorority could lead to a conflict of interest with your duties as Resident Advisor.
- After one semester of successful employment as a Resident Advisor, any commitment requiring substantial amounts of time to interests other than academic or RA responsibilities requires prior approval from the Residential Life and Student Conduct Coordinator or Assistant Director of Housing, which approval may be granted or withheld in the discretion of the Residential Life and Student Conduct Coordinator or Assistant Director of Housing. Permission is contingent upon prior, present and continuing above average performance as determined in the discretion of University Courtyard. Failure to obtain permission may affect your employment status and result in the denial of approval to participate in any or all activities outside the RA position. Where consideration is given, it will be based on the following:
  - The commitment should involve daytime rather than evening hours and only a limited number of overnight commitments
  - The outside commitment should be a maximum of ten hours a week – including time working “from home”
  - The RA position must always take priority over the outside commitment. The additional commitment must be one which allows flexibility and does not interfere with staff meetings, trainings or other RA obligations
  - The commitment should be one that allows the RA to be contacted while at the activity or commitment
  - The time commitment must not interfere with the job commitment required for Resident Advisors, or with your academic commitments or performance
  - No outside commitment is allowed during RA training weeks, major weekend programs or other times established in advance of each semester by the Assistant Director of Housing
  - The commitment must not create a conflict of interest with your job duties as a Resident Advisor

## Campus Housing Residency after Your Term of Employment:

- Resident Advisors who have had their position terminated due to poor performance or violation of campus or housing policies may not remain in residence in University Housing once their position has ended

## Background Checks and Random Drug Testing:

- Resident Advisors are charged with the safety and security of our residential population and are subject to an initial background check
- Resident Advisors may be subject to random drug tests throughout their term of employment

## Compensation:

- Each Resident Advisor will receive a double room set up as a single worth \$5,202 for the year
  - The RA may get a roommate if there is a need for space
  - Area assignments and specific room assignments are made by the Resident Directors, Residential Life and Student Conduct Coordinator and Assistant Director of Housing.
- Each Resident Advisor will receive a 14 flex meal plan, valued at \$3,341
- First Year Resident Advisors receive a monthly payment of \$75
- Returning Resident Advisors receive a monthly payment of \$100
  - To be considered a Returning Resident Advisor, the employee must have been employed by the California State University, Fresno Association, Inc. anytime after January 1998 and must have served two complete semesters as a Resident Advisor and/or Public Safety Assistant at University Courtyard
- All staff members will receive a monthly cell phone stipend of \$5 to cover the costs of calls to their cell phones throughout the academic year

## Qualifications:

- **Sophomore standing or higher (or have one year of on-campus living experience)**
- **Currently enrolled in Leadership Class (RLS 192T) or have successfully completed the class previously with a Grade of “B” or better. If you are selected for the RA position while enrolled in the Leadership class, your offer is contingent upon completing the Leadership class with a grade of “B” or better.**
- Leadership potential as evidenced by previous leadership experiences, recommendations, staff evaluations and potential as perceived by the observers in the interview.
- High level of maturity exhibited in sound judgment, emotional stability, flexibility and willingness to accept responsibility.
- Strong interpersonal skills and proven ability to interact effectively with others and as perceived through the interview process.
- Good conduct standing and financial standing with the University and University Courtyard (not currently on disciplinary probation and current with all payments).
- Have and at all times maintain a minimum 2.5 cumulative and semester grade point average (2.75 GPA preferred). If offered the position, must maintain a 2.5 GPA for Spring 2010 semester in order to be eligible to start the position in the Fall.
- No criminal convictions or pending criminal charges. (Applicants must pass a Livescan clearance)