Resident Assistant Job Description for Academic Year 2017-2018

A. General

The Resident Assistant (RA) position is a one-year student leadership employment opportunity. The roles of the RA include: referral/information provider, administrator, programmer, policy enforcer, referral agent, mentor, and community builder. RAs inspect, monitor, and evaluate persons and property to enhance residence hall safety and security. RAs set up and reset facility furnishings, inspect and monitor facility conditions, and carry out programmatic responsibilities. Another important function of an RA is to facilitate and maintain a positive residence hall environment conducive to academic pursuit and student learning which also facilitates the personal development of residents. The RA is a member of the Residence Life staff and is directly supervised by the Residence Director (RD).

The Resident Assistant should be able to demonstrate thorough knowledge of, and ability to communicate, interpret, and enforce information/policies contained in the RA Manual, the Guide to Residence Living, the University Guidelines and Policies section of the RAM Student Handbook, the Security Desk Attendant Manual; and be familiar with departmental procedures and University resources.

B. Qualifications

Candidates and RAs must:
1. Be current full-time matriculated students at Framingham State University.
2. Have attained sophomore status by employment start date.
3. Have a minimum overall QPA of 2.5 at time of application and a semester and overall QPA of 2.5 from the time of appointment through period of employment.
4. Serve as a positive role model while maintaining good academic, social (may not be on disciplinary probation), and financial standing at the University.
5. Have previous experience living in a traditional college residence hall for a semester or four (4) or more months.
6. Be able to physically respond to specific locations to monitor and report emergency situations, including walking up multiple flights of stairs, moving furniture, supplies and/or equipment, and manipulating keys and door hardware.
7. Be able to lift and carry up to 30 lbs.
8. Be able to fulfill a full academic year appointment.
9. Submit housing reservation deposit by due date.
10. Position is subject to satisfactory review and completion of criminal background check.

C. Employment Period and Time Commitments

RAs are appointed to the position for one full academic year (consecutive Fall and Spring semesters). The employment period includes all designated training periods prior to residence hall openings as well as designated closing periods at vacations and following final exams. Regarding employment period and time commitments:
1. Attend and actively participate in all RA Training sessions, Staff Development programs, and other meetings as assigned. This includes Fall training, (approximately two weeks prior to new students moving in for the Fall semester) and Winter training (approximately one week prior to the beginning of Spring semester).
2. RAs may not hold any other FSU student employment job during the academic year.
3. Outside commitments, including employment, clubs and organizations, any major offices or positions, and athletics not fully and specifically outlined on the application form, are
subject to approval of the RD and the Associate Dean of Students/Director of Residence Life.

4. Are to be widely available and accessible to students when not in class or scheduled academic assignment (e.g. internship, student teaching, etc.) Availability includes days and evenings and both weekends and weekdays.

5. Plan a schedule which emphasizes academic work first, RA responsibilities second, and social/other interests third.

6. Participate in weekly individual and staff meetings.

7. Time away from campus is limited to not more than one (1) evening per week, or four (4) evenings per month. Time away from campus is subject to RD approval and must be requested at least five business days in advance.

8. Provide duty coverage in their assigned hall(s) during which the RA(s) must remain in the hall and/or on-campus.

D. Duties and Responsibilities

Duties and responsibilities include, but are not limited to:

**Resource and Referral Agent:**

1. Effectively communicates and reports student issues and concerns to appropriate members of the professional staff in a timely manner.

2. Keeps the RD informed of potential problem situations and emergencies in a timely manner.

3. Contacts and informs the RD on Duty of problem situations and emergencies when the RD of the hall is unable to be reached.

4. Treats information with extreme sensitivity, while understanding that information must be shared with the properly designated administrator(s). While the RA can assure a student that information will be treated with great sensitivity, no RA can guarantee confidentiality to students.

5. Coordinates referrals in a timely manner to the RD, the RD on Duty, or to others as appropriate and/or directed.

**Community Building & Programming:**

1. Engages residents in program planning and is responsible for provision of at least four (4) quality programs, consistent with departmental programming guidelines, each semester.

2. Develops a positive working relationship with residents who live on the floor, and make significant quality contact with each resident no less than once per week.

3. Documents regular student contact meetings as directed.

4. Spends quality time in the hall and is generally available, including on weekdays and weekends, daytime and evenings.

5. Encourages residents to participate in University and community events and keep floor members informed through periodic floor meetings, postings on bulletin boards and meetings.

6. Plans and participates in at least (2) hall/campus wide awareness/educational and/or weekend programs as directed by the RD.

7. Creates and maintains passive education and community information bulletin boards as directed.

8. Promotes, advertises, and encourages participation in University and community events and activities as directed.

9. Obtains, delivers, and/or sets up programming materials and spaces.
**Administrative:**

1. Inspects and monitors for safety, proper function, and compliance with policies all areas of the residence hall facility including floors, laundry rooms, entry areas, emergency exits, stairways, and lounges. Inspection involves extensive walking, including stairs and areas, locking and unlocking doors, testing keys, and observing, measuring and reporting findings.

2. Prepares for, and works at all hall openings and closings.

3. Works at (a) the Room Selection Process and (b) RA Selection Process or Accepted Student Day and other campus events as assigned.

4. Assists with residence hall room and lounge set up by arranging furnishings.

5. Makes immediate direct contact via telephone with RD or RD on Duty anytime FSUPD or emergency personnel respond to an incident in the residence hall.

6. Serves on the RA Council and/or other committees/workgroups.

7. Demonstrates thorough knowledge of, and ability to communicate, interpret, and enforce information/policies contained in the RA Manual, the Guide to Residence Living, the University Guidelines and Policies section of the RAM Student Handbook, and the Security Desk Attendant Manual. Is familiar with information contained in the University Catalog, other sections of the RAM Student Handbook, and in other provided publications and postings.

8. Contributes to the selection of new Residence Life staff through recruitment, interviewing, and evaluation.

9. Works a minimum of four (4) hours of security desk shifts in his/her assigned hall. These hours should not conflict with on-duty responsibilities (holding permanent hours from 8 p.m. to 8 a.m. is prohibited). Additional hourly compensation at current Security Desk Attendant rate of pay will be provided for these four (4) hours of work per week.

10. Responsible for following, enforcing, and/or acting on the rules, regulations, protocols, and standard operating procedures as outlined in the RA Manual, Guide to Residence Living, and/or as presented in scheduled training sessions or outlined in other provided publications, postings, or communications.

11. Responsible for a master/sub master key, staff issued keys, and following all key control protocol. Insure that the master/sub master key is not carried outside the building. Is responsible for locksmith costs incurred for loss or mishandling of keys. All keys must be returned during vacations and when employment is terminated.

12. Ensure that telephone lines issued to RAs are used properly and that professional and appropriate voicemail greetings are in place. RAs must be able to be reached via room phone in emergency situations. RAs are expected to check messages daily, and to respond to telephone calls. RAs are also expected to check mailboxes and school email accounts daily and respond as necessary.

13. Write and submit incident reports immediately after an incident in accordance with departmental policy.

14. Delivers handbooks, publications, and other materials to residents as directed.

15. Shares responsibilities as a member of the team.

16. Supports the policies and protocols of the University and department in word, action, and spirit.

17. Responds to resident needs and/or incidents as directed and performs security, administrative, and other related tasks as assigned.
Duty Related:
1. Provides “on call” duty coverage as assigned by the RD, minimally from 8:00 p.m. - 6:00 a.m. Sunday through Thursday and 8:00 p.m - 8:00 p.m. Friday and Saturday, and as extra coverage is needed. This requires the RA to be present an available in the residence hall.
2. Inspects and monitors the facility and resident compliance with policies as directed.
3. Assumes added responsibilities such as emergency desk coverage, additional duty, assistance with hall incidents as necessary or directed.
4. Reports to scheduled duty shift wearing staff shirt, name badge and in possession of student identification card.
5. Contacts and consults with the RD or RD on Duty with problems beyond the scope of the RAs training and responsibility.

Role Modeling:
1. Acts as a positive academic and social role model.
2. Acts as a positive representative of the University and Residence Life staff at all times. This includes attending classes regularly, utilizing academic support services when experiencing academic concerns, modeling good emotional management and self-care, and supervising and abiding by University and residence hall policies and protocols in action, and spirit.
3. Supports and abides by all rules and policies of the University.
4. Supports diversity and promotes respect for multiculturalism.
5. Demonstrates ability to establish and maintain harmonious relationships with residents and staff.

Other:
1. Other related duties as may be deemed appropriate and assigned by the Associate Dean of Students/ Director of Residence Life, and/or designee.

E. Responsible Employee Mandate
The Resident Assistant position has been designated by the University as a Responsible Employee (RE) and mandated reporter for instances of sexual violence on campus. As such, Resident Assistants are obligated to immediately make direct contact with their RD or the RDOD when they receive a complaint of sexual harassment (including sexual assault and sexual violence) or retaliation from a student, other member of the University community, or an individual otherwise participating in a University program.
F. Campus Security Authority Responsibility

In line with requirements outlined by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) Framingham State University has designated the Resident Assistant (RA) position as a Campus Security Authority (CSA). As such, RAs are required to promptly report to their RD or the RD on Duty when they encounter instances of or become aware of information related to any of the following:

- Murder
- Non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- All hate crimes
- All liquor law violations
- Drug law violations
- Weapons law violations

G. Compensation

The RA position includes a stipend that is paid on a pro-rated basis for weeks worked. RAs receive a single occupancy room at a multiple occupancy room rate, parking benefits, and use of a MicroFridge unit. RAs must pay all room and board charges.

H. Resignation or Termination of Employment

If employment is ended by resignation or termination by the RA, or an authorized representative of the Residence Life staff, remuneration will be provided only for the period during which the RA was employed. Once employment ends, on-campus housing is assigned on a space available basis and at the sole discretion of the Associate Dean of Student Affairs/Director of Residence Life or designee. Housing will not be available in the hall in which the RA was most recently employed for up to one (1) year from the date employment ends. Should the RA fail to fulfill responsibilities of the position or be unable to complete his/her designated duties due to illness, interim suspension, or any other reason, the Associate Dean of Students/ Director of Residence Life or designee reserves the right to terminate employment and/or adjust compensation on a prorated basis.