Resident Assistant Job Description – 2021-2022

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. Please pay attention to job requirements that may have changed due to the COVID-19 pandemic.

A. General

The Resident Assistant (RA) position is a one-year, on campus student leadership opportunity. The roles of the RA include: referral agent/information provider, administrator, programmer, policy enforcer, mentor, role model, 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 carryout programmatic responsibilities. The primary 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. RAs support student learning, academic success, development, wellness and diversity & inclusion in their community building role.

The RA is a member of the Residence Life staff and is directly supervised by the Area/Residence Director (A/RD).

B. Qualifications

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.

Candidates and RAs Minimum Qualifications:

1. Be a current full-time matriculated student at Framingham State University.
2. Have a minimum overall GPA of 2.0 at time of appointment. Through period of employment.
3. Be in good financial standing with the University during employment period.
4. Be in good social standing with the University during employment period (cannot be on disciplinary probation).
5. Able to serve as positive social role model on and away from campus.
6. Have previous experience living in a traditional college residence hall for four (4) or more months. Experience does not need to be at FSU.
7. Be able to physically respond to specific locations to inspect, monitor, and report emergency situations, moving furniture, supplies and/or equipment, and operating keys and door hardware.
8. Satisfactory review and completion of criminal background check.
9. Be able to establish and maintain a positive rapport with a diverse group of residents.
10. Able to work late nights and weekends.
11. Have completed two full-time semesters of college by start date.
Candidates and RAs Preferred Qualifications:
Be able to fulfill a full academic year appointment
Have a minimum overall GPA of 2.5 at time of appointment.
Maintain minimum overall and semester GPA of 2.5 from time of appointment through period of employment.

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. RAs are expected to:

- Attend and actively participate in all RA Training sessions, Staff Development programs, and other meetings as assigned, remote or in-person. This includes Fall training, (approximately three weeks prior to new students moving in for the Fall semester) and Winter training (approximately one week prior to the beginning of Spring semester).
- 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 A/RD and the Associate Dean of Students, Student Life. RAs may not hold other jobs on campus during the academic year with the exception of the SDA position, unless otherwise approved under the University’s student employment policies.
- Be widely available and accessible to students when not in class or academic assignment (e.g. internship, etc.) and encourage them to seek help when needed. Availability includes days and evenings on weekends as well as weekdays, both in person and remotely.
- Be present and available to work all residence hall opening and closing duties as directed.
- Plan a schedule which emphasizes academic work first, RA responsibilities second, and social/other interests third.
- Participate in weekly staff meetings and individual meetings with the R/AD.
- Time away from campus is subject to R/AD approval and must be requested at least five business days in advance. All travel should follow the guidelines set forth by the Commonwealth of Massachusetts given the COVID-19 pandemic. Travel should be limited to within the Commonwealth and other approved destinations.
- RA duties typically require a commitment of 20-30 hours per week, but may vary around opening, closing, special events or during response to emergency situations.

D. Duties and Responsibilities

Duties and responsibilities include, but are not limited to:

**Resource and Referral Agent:**
- Effectively communicates and reports student issues and concerns to appropriate members of the professional staff in a timely manner.
- Keeps the A/RD informed of potential problem situations and emergencies in a prompt and timely manner.
- Contacts and informs the A/RD on Duty (A/RDOD) of problem situations and emergencies when the A/RD of the hall is unable to be reached.
- Treats information with extreme sensitivity, while understanding that information must be shared with the properly designated administrator(s), including health information.
While the RA can assure a student that information will be treated with great sensitivity, no RA can guarantee confidentiality to students.

- Coordinates referrals in a timely manner to the A/RD, the A/RDOD, or to others as appropriate and/or directed.
- Serves as a Campus Security Authority (CSA) in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

**Community Building & Programming:**

- Engages residents in program planning and is responsible for provision of at least six (6) quality programs, consistent with departmental programming guidelines, each semester.
- Develops a positive relationship with residents who live on the floor, and make significant quality contact with each resident no less than once per week. Examples of appropriate remote communication include emailing, zooming, facetimeing or alternate video chat to the staff member and residents comfort level.
- Documents regular resident interaction as directed.
- Spends quality time in the hall and is generally available in person or remotely, including weekdays and weekends, daytime and evenings.
- Supports academic success and a positive learning environment.
- Supports diversity and inclusive excellence in the community.
- Encourages residents to participate in University and community events and keep floor members informed through periodic floor meetings, postings on bulletin boards and meetings.
- Creates and maintains passive education and community information bulletin boards as directed.
- Promotes, advertises, and encourages participation in University and community events and activities as directed.
- Obtains, delivers, and/or sets up programming materials and spaces.

**Administrative:**

- Inspects and monitors for safety, proper function, and compliance with policies in 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.
- Prepares for and works at all hall openings and closings.
- Works/supports (a) the Room Selection Process and (b) RA Selection Process (c) Accepted Student Day and/or other campus events as assigned.
- Assists with residence hall room and lounge set up by arranging furnishings.
- Makes immediate direct contact via telephone with A/RD or A/RDOD anytime FSUPD or emergency personnel respond to an incident in the residence hall.
- Serves on Residence Life committees/workgroups as directed by their A/RD.
- Assists with Health & Safety inspections at the direction of the A/RD.
- Demonstrates thorough knowledge of, and ability to communicate, interpret, enforce, follow, and/or act on the rules, regulations, protocols, standard operating procedures and information and policies contained in the RA Manual, the Guide to Residence Living, RAM Student Handbook, the Security Desk Attendant Manual, and information given during pertinent training sessions, staff meetings, and other departmental communication.
- Works four (4) hours of security desk shifts in their 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.

- RAs are responsible for a master/sub master key, staff issued keys, and following all key control protocol. Ensure that the master/sub master key is not carried outside the building. RAs are responsible for locksmith costs incurred for loss or mishandling of keys. All keys must be returned when employment ends.
- 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 the RA mailboxes.
- RAs are expected to check school email accounts daily and respond as necessary.
- Write and submit incident reports immediately after an incident in accordance with departmental policy.
- Delivers materials to residents as directed.
- Shares responsibilities as a member of the team.
- Supports the policies and protocols of the University and department in word, action, and spirit.

**Duty Related:**
- Provides “on call” duty coverage in hall as assigned by the AD or designee, minimally from 7:45 p.m. - 6:00 a.m., and as otherwise assigned. This requires the RA to be present and available in the residence hall(s).
- Holds duty phone for response to hall issues on weekends and days when classes are not in session. This requires the RA to be present on campus and available to respond in a reasonable time if contacted.
- Complete required paperwork including daily duty logs submitted to building A/RD and A/RDOD, and other paperwork as directed.
- Inspects and monitors the residence hall environment as directed.
- Confronts, solves, and reports policy violations as directed.
- Assumes added responsibilities such as emergency desk coverage, additional duty, and assistance with hall incidents as necessary or directed.
- Assist with COVID-19 protocols, including, but not limited to meal delivery, isolation coordination/monitoring, and promoting proactive health and safety precautions.
- Reports to scheduled duty shift wearing staff shirt, name badge, and in possession of student identification card and other materials as directed.
- Contacts and consults with the A/RD or A/RDOD with problems beyond the scope of the RA’s training and responsibility.

**Role Modeling and General Demeanor:**
- Acts as a positive academic and social role model.
- 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, abiding by University and residence hall policies and protocols in action and spirit.
- Supports and abides by all rules and policies of the department and University.
- Supports diversity and promotes inclusive excellence.
- Establishes and maintains harmonious relationships with residents and staff.
- Behaves in an ethical manner, including exhibits personal integrity and routinely treating others with respect.
Other:

- Have a consistent form of technology accessible to use 24/7 (smart phone, tablet and/or computer.) If you are struggling with meeting this expectation, speak to your supervisor as they can assist you.
- Other related duties as may be deemed appropriate and assigned by the Residence/Area Directors, Associate Director of Residence Life and/or Associate Dean of Students, Student Life, and/or designee.

E. 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 standard room rate, parking benefits, and use of a MicroFridge unit. RAs must pay all room and board charges.