



Resident Assistant Position Descriptor and Terms and Conditions of Employment Campus View 2007 -2008

The Resident Assistant Staff are paraprofessional undergraduate members of the Office of Residence Life. Resident Assistants report directly to the Director of Residence Life and are responsible for establishing and maintaining an atmosphere which will promote the educational, social, cultural and personal development of residents. The Resident Assistant must project a sense of caring and concern for each resident. The following enumerated responsibilities comprise the significant duties assigned to Resident Assistants. Other duties may be assigned to Resident Assistants by the Director.

Qualifications

- Enroll and successfully complete twelve (12) academic credits at Jackson Community College. Courses must be taken for letter grade.
- Maintain at least a 2.5 cumulative grade point average and a 2.5 semester grade point average.
- Maintain good conduct standing with Jackson Community College, as discerned by the Director of Residence Life and Assistant Dean of Student Life.
- Must hold a Residence Life and Housing Contract throughout the term of employment.

Period of Employment

The period of employment will be announced through the Department of Residence Life and is for one academic year. All candidates must reapply if they wish to return as a Resident Assistant the following year. All Resident Assistants are required to assist in the opening and closing of the halls for each academic term. This requires returning to campus approximately two weeks prior to Fall Term and at the end of the Spring Semester when students leave at the conclusion of the academic year. Campus View has residents in the building over holidays staff will be responsible for building coverage at these times. The Director will work with the Resident Assistant staff in order to create a schedule that meets the population's needs.

Resident Assistants are permitted four (4) weekday nights and one (1) weekend each month off campus. The time must be arranged in advance with the Director. Restrictions will be made on special weekends as deemed appropriate by the Director. A weekend is defined as extending from Friday noon to 6:00 p.m. Sunday. One Resident Assistant must be available each weekend/weekday night.

Community Development

- Establish and maintain a cohesive community whose members share personal responsibility for the development of behavior norms and appropriate student conduct.
- Promote and maintain a residence hall environment which meets the physical safety, emotional security and comfort needs of all residents.
- Develop and maintain an environment in the residence halls which foster respect for individual rights, promotes community development and respects the dignity of all members.
- Assess community growth and development needs by sharing interactions with individual students and spending time on throughout the building as well as on the floors.
- Conduct a floor/area meeting at least once a month and as deemed necessary by Director.
- Meet regularly with individual residents and groups to explain and promote policies and programs, assess needs and community goals, and respond to student concerns.
- Learn and share with Director the names, background information and the academic/personal goals of residents.

Leadership Development

- Identify potential hall leaders. Support and direct their involvement in campus organizations and Student Parliament during floor or hall activities.
- Promote and encourage resident participation in college and community organizations and leadership roles therein.
- Attend leadership development activities and conferences as requested by the Director.
- Attend all Resident Assistant and Desk Assistant Training events.
- Participate in Resident Assistant In-Services as assigned by the Director.

Programming

Resident Assistants are responsible for contributing to a beneficial living/learning atmosphere on the wing/floor. Specifically, a Resident Assistant is expected to:

- Initiate and implement programs and activities (four per semester).
- Assist with the responses to immediate community concerns such as fire, environmental safety issues, personal or property safety issues and other topics assigned by Director.
- Assist and support the Office of Residence Life with the following initiatives while completing programming requirements as outlined in the programming model: Hall Leadership, Student Support Services, Office of Multicultural Relations, Student Parliament and other student organization/campus offices.
- Assist and develop Living Learning Community programs as assigned by the Director.

Counseling

Resident Assistants are responsible for effectively initiating the counseling and crisis response procedures affecting students experiencing personal crisis. Specifically, a Resident Assistant is expected to:

- Provide basic personal care and counsel for students experiencing student crisis or exhibiting need.
- Make student referrals to counselors, advisors and professional staff as necessary.
- Respond immediately and directly to crisis situations taking appropriate action in accordance with policies and procedures.
- Follow the directions of the Director or Professional staff member on duty and security/safety personnel. Report all pertinent information immediately.
- Notify Director of all counseling contacts.

Student Conduct

Resident Assistants are responsible for responding to student behavior to ensure an atmosphere conducive to study and that physical facilities are maintained for student use in the future. Resident Assistants enforce the rules and regulations fairly throughout the residence hall and across campus. Specifically, a Resident Assistant is expected to:

- Abide by and enforce all University policies and procedures, residence hall policies and local, State and Federal laws as outlined in the *Student Code of Conduct*, the *Campus View Expectations Handbook* and the *Residence Hall Staff Manual(s)*. Under no circumstances should a Resident Assistant ignore the violation of a regulation or policy committed by a resident, guest or fellow Resident Assistant, nor violate regulations or policies that residents are expected to follow. Instead, Resident Assistants should confront behavior inconsistent with these policies.
- Consult with the director before, while and after enforcing policies and procedures.
- Assist the Director and College staff in the implementation of Jackson Community College student conduct procedures.
- Maintain accurate records of confrontation and student behavior inconsistent with the *Student Code of Conduct* and the *Campus View Expectations Handbook*.

Duty

Participate in a duty schedule in which staff is available for their assigned building/area and conduct rounds of the residence hall(s). Hours for duty nights are 8:00 p.m. to 8:00 a.m. the following morning. Following last rounds, staff will remain available in their room for the remainder of the duty shift.

Administration

Resident Assistants are called upon to provide administrative support, which is important to the operation of the hall. A Resident Assistant is expected to:

- Attend all weekly staff and one-on-one meetings.
- Maintain timely written and verbal communication with the Director and Office of Residence Life Staff.
- Complete all assigned administrative tasks thoroughly, accurately and on time (such as incident reports, duty log reports, room condition checklists).
- Assist the Director with periodic room inspections and the proper check-in and check-out of residents.
- Check and empty staff office mailbox. Post College and Housing information in designated areas daily. Respond to all messages and notes promptly.
- Maintain daily contact with immediate supervisor and discuss concerns relative to job performance.
- Participate in fire drills. Lead and organize residents during and after fire alarms, tornado warnings and other community crisis situations.
- Provide timely and accurate information regarding residence hall physical facilities, maintenance needs and student safety concerns.

Additional Duties

- Participate in committee assignments organized by the Director or other offices on campus.
- Participate in departmental initiatives that include but not limited to: Welcome Weekend (Campus View and All Campus), athletic events, priority placement and open houses/recruitment events.
- Work six (6) hours each week at the hall Service Desk, unpaid.
- Assist in the coordinating and implementation of opening and closing of the residence halls at the beginning and end of each school year as well as during all breaks in which residence halls close.
- Participate in the selection process of student, graduate student and professional staff as directed by supervisor.
- Additional duties as assigned.