RESIDENT ASSISTANT DESCRIPTION 2015-2016

For Undergraduate and Graduate Students

MISSION
The Office of University Housing & Residential Life provides an inclusive residential learning environment with programs, services, and experiences that support the mission of Temple University.

SUMMARY OF POSITION
Resident Assistants (RAs) work to create a positive environment by fostering a sense of community within the residence halls. Resident Assistants work with students and staff to provide help and assistance to students to facilitate the best possible operation of the residence halls. RAs are valuable members of University Housing & Residential Life (UH&RL) whom contribute greatly to the department achieving its mission. RAs have the opportunity to work closely with residential students and are in a unique position to positively influence student development. RAs work closely with professional staff to develop a residential environment conducive to academic and personal growth by providing opportunities for student engagement and involvement. Resident Assistants develop supportive relationships with individual residents and educate students on their rights and responsibilities as identified in the Student Code of Conduct and other university policies.

RAs are expected to serve students and to uphold the standards of Temple University and UH&RL in the highest regard possible. It is essential that all staff members are viewed as credible, positive role models that abide by the university and UH&RL policies and procedures, the RA position description & contract, and the housing contract. RAs are expected to behave in a manner that is professional and attuned to the goals and objectives of UH&RL, both on- and off-campus.

QUALIFICATIONS AND REQUIREMENTS
1. Applicants must be a full-time, matriculated and confirmed Temple University student and at least of sophomore standing by the time of employment.
2. RA staff and RA applicants must be in good standing with all Offices of the University including but not limited to: the Office of University Housing & Residential Life, Bursar’s Office, and the Office of Student Conduct and Community Standards.
3. RA staff must enroll and maintain at least 12 credit hours each semester.
4. Undergraduate RA staff must maintain a minimum of 2.75 Cumulative GPA/2.5 Semester GPA and Graduate RA staff must maintain a 3.0 Cumulative GPA (2.8 for Law School).
5. RA staff may not be on disciplinary probation or have outstanding bills or conduct fines at the time of their application and throughout their appointment period.
6. Demonstrated experience with programming, event planning, and participation in community service work or leadership roles throughout academic career.
7. Demonstrated crisis management skills, including problem-solving and critical thinking.
8. History of working or involvement with diverse populations.
9. Demonstrated organizational skills and the ability to work efficiently, independently and in team settings.
10. Solid interpersonal, oral, and written communication skills.

ESSENTIAL FUNCTIONS OF POSITION

Student Development & Community Engagement:
1. Create a residential environment where support for academic success, self-exploration, and encouragement exist for each student.
2. Serve as a resource person and make appropriate referrals while promoting full cooperation with all University offices.
3. Engage with each community member to learn more about them to identify their needs to determine how to involve them in the residence hall and university community.
4. Assist students in their orientation to the residence hall and to the university.
5. Foster a sense of community by promoting group experiences that encourages a sense of belonging.
6. Organize a variety of community engagement activities and programs on the floor and in hall.
7. Inform the students of University and other appropriate information and resources.
8. Facilitate the completion of roommate agreements as outlined and follow up as necessary.
9. Follow the programming requirements of the department/hall.

**Inclusivity & Leadership:**
1. Build an inclusive community that promotes and supports the exchange of diverse ideas and beliefs.
2. Create activities/programs that promote leadership and inclusivity among community members.
3. Support departmental and university efforts in inclusivity and leadership.
4. Support and collaborate with community councils and Residence Hall Association (RHA) on developing leadership opportunities.
5. Serve as an approachable and active community member within floor, hall, and university.
6. Identify and encourage potential leaders to become involved in the community and to develop his/her leadership skills.
7. Serve as a university official representing Temple and UH&RL in a positive and professional manner.

**Administrative Tasks:**
1. Execute administrative tasks such as: posting information & notifications in a timely manner, meeting deadlines and paperwork processes, designing engaging bulletin boards and door/floor decorations, and reporting any facilities concerns.
2. Exercise proper care for all University keys, manuals, identification cards, telephones, first aid equipment and other materials issued by the Office of Residence Life.
3. Attend weekly staff meetings and monthly in-service meetings as scheduled.
4. Submit all departmental paperwork, forms and reports to supervisor according to established deadlines.
5. Assume additional responsibilities as assigned by Residential Life staff.

**Operations:**
1. Assist with opening, vacation breaks (i.e. Thanksgiving, Winter, and Spring Break), closing, room changes, health & safety inspections, and other operational functions as they pertain to the residence halls.
2. Assist students when locked out of their rooms and follow appropriate documentation procedures.
3. Assist in procedures for emergencies including natural disasters, medical, mental health and facility issues.
4. Assist residents with submitting work orders for all maintenance/furniture/housekeeping needs in area. Report maintenance concerns in common areas; communicate with the area supervisor regarding reported concerns, and follow-up as necessary.
5. Apprise supervisor of damage to university property including fire equipment, alarm systems, common areas and bathrooms.
6. Facilitate approved room changes by properly checking students in or out of their rooms and updating corresponding documentation (RCRs, emergency cards).
7. Assist with executing health and safety inspections as scheduled and follow appropriate documentation procedures.
8. Participate in planned fire drills.

**Mandatory Training & Development:**
1. Participate in all training and development opportunities. RA’s are responsible to make arrangements with fall/spring/summer classes, summer jobs and vacation plans to participate in all training and development activities.
2. Regard the RA position as their primary leadership position from Thursday, August 6, 2015 at 3:00pm through Friday, May 6, 2016 at 12:00pm (Undergraduate), and Wednesday, July 1, 2015 at 3:00pm through Thursday, June 30 2016 at 12:00pm (Graduate).
3. Undergraduate RA staff:
   i. Participate in all Fall Training & Move-In/Opening and Welcome Week: August 6 – August 23, 2015.
      (1) Move into residence halls for fall training on Thursday, August 6, 2015 between 10:00am -3:00pm.
      (1) Move into residence halls for spring training on Wednesday, January 6, 2016 between 10:00am-3:00pm.
4. Graduate RA Staff:
   i. Move into residence halls for fall training on Wednesday, July 1, 2015 from 10:00am-3:00pm.
   ii. Participate in Graduate housing staff training, July 6-10, 2015.

iv. Participate in all Graduate housing openings, room changes, health and safety inspections, and closings.

5. Attend all other required trainings/meetings and events as scheduled, i.e. weekly staff meetings, bi-weekly 1-on-1 meetings, inservices, etc.

4. Undergraduate staff must register for the 1-credit Fall RA Class (UNIV-3002), TBA and earn a “C” grade or better in the course.

5. Attend the Spring Orientation on Wednesday, April 22, 2015, 8:00pm-10:00pm.

6. Reserve Wednesday evenings, 8-10pm as designated Staff Meeting time. RAs may NOT register for classes during this time.

7. Assist in selection processes for all Residential Life staff levels.

NOTE: If an RA is unable to attend training, or misses training and/or department development sessions, they may be placed on probation or released from the position pending the severity of the offense at the discretion of the Director of Residential Life.

Student Behavior & Crisis Response:

1. Develop a sense of community that encourages residents to take ownership of the community and assume responsibilities for their actions.

2. Know, adhere to, and enforce the rules, regulations, and policies of and procedures of UH&RL and Temple University as outlined in Student Conduct Code & Undergraduate/Graduate Community Living Standards.

3. Respond to behavioral, crisis/emergency situations and refer situations to professional staff when appropriate.


5. Attend student conduct hearings as necessary.

6. Mediate room/suitemate and community conflicts.

7. Address and report any type of behavior that is or can be perceived to be discriminatory or offensive.

8. Conduct any necessary follow up with residents and assist as needed with the proceedings of the University conduct system.

9. Serve on duty rotation for assigned residence hall. This includes vacation breaks if assigned residence hall is open.

10. Serve as a Campus Security Authority (CSA).

The University has identified the RA position as a Campus Security Authority under The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("the Clery Act"). The law defines a CSA as “[a]n official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” CSAs are responsible for reporting crimes and violations described in the Clery Act to Temple Police whenever they become aware of them. This information, when confirmed, is then included in the university’s federally mandated annual security and fire safety report, which is distributed every year on or before October 1. The information also assists in the identification of crime on and around campus.

COMPENSATION:

1. Single Residence Hall Room
2. J&H Unlimited Meal Plan
3. $200 Per Semester Diamond Dollars Book Stipend
4. Limited Cable Service
5. MicroFridge (Academic year only for Johnson, Hardwick, White, 1940, Peabody, and 1300 (1300 floors 1-3) staff)

This compensation applies only when school is in session and residence halls and food services are operational during the 2014-15 academic year. A meal allowance policy will be in effect for staff accepting duty responsibilities during scheduled vacation periods and summer sessions. Meal allowances are submitted and issued to staff after vacation periods and therefore staff must plan accordingly to advance their own costs. RAs are responsible for paying all additional telephone or cable charges as they occur. Failure to pay a phone or cable bill resulting in phone or cable service being discontinued may result in termination from the RA position.

All appointments and compensation amounts may be considered taxable income according to Federal, State, or Local Laws and therefore will be reported by University Housing & Residential Life as part of one’s gross annual income (room, board, and book stipend) to Student Financial Services. Appointments can have a significant impact on an individual’s financial aid package and
applicants are strongly encouraged to consult with Student Financial Services before accepting the RA position. Student Financial Services can be contacted through their web site http://www.temple.edu/SFS/ email at sfs@temple.edu, or by calling 215-204-2244.

APPLICATION, SELECTION, AND ASSIGNMENT PROCESS:
RA applications are available at: https://temple.erezlife.com. Candidates must complete an application (which includes submitting cover letter, resume, and two professional references) and meet all the minimum qualifications for the position. Candidates are then informed if they have been selected to participate in the Selection Interview process (Jan. 18 & 24, 2015), which includes a group process and individual interview. Final candidates are selected and assigned based on a number of factors including staffing and building needs as well as a candidate’s strengths.

CONCLUSION:
The RA position description is not an all-inclusive statement of the responsibilities of the RA. It is recognized that other related duties and expectations not specifically mentioned may also be required. The inclusion of these duties would not alter the overall evaluation of this position. Special circumstances may require the assignment of additional responsibilities for a period of time.

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, university and employment policies and regulations, including NCAA regulations for areas and departments, with which their essential functions cause them to interact.