

## **RESIDENT ASSISTANT POSITION DESCRIPTION 2017-2018**

For Undergraduate and Graduate Students

### **MISSION**

The Office of University Housing and Residential Life (UH&RL) 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. RAs work with students and staff to provide assistance to students to facilitate the best possible operation of the residence halls. RAs are valuable members of UH&RL who 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. RAs 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 and 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. RA staff must be a full-time, matriculated and confirmed Temple University students and at least of sophomore standing by the time of employment.
2. RA staff 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/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 that supports academic success, self-exploration, and encouragement of 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 identify needs and determine ways to involve them in the 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 a group experience that encourages a sense of belonging as a member of the hall and university community.
6. Inform students of University and other appropriate resources and general information.
7. Facilitate the completion of roommate agreements as outlined and follow up as necessary.
8. Implement all programming requirements.

### **Additional Responsibilities for Special Interest Resident Assistants:**

1. Coordinate/participate in required Living Learning Community (LLC) marketing and recruitment events.
2. Follow the specific programming requirements of the LLC program.
3. Participate in weekly LLC meetings with administrative staff.

### **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 their leadership skills.
7. Serve as a university official representing Temple and UH&RL in a positive and professional manner.
8. Exhibit the behavior becoming of a residential life staff member.

### **Administrative Tasks:**

1. Execute administrative tasks as assigned.
2. Exercise proper care for all University keys, manuals, identification cards, telephones and other materials issued by UH&RL.
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 UH&RL.

### **Operations:**

1. Assist with opening, vacation breaks (i.e. Thanksgiving, Winter, and Spring Break), closing, and other operational functions as they pertain to the residence halls.
2. Assist students when locked out and follow appropriate documentation procedures.
3. Assist in procedures for emergencies including, natural disasters, medical, mental health, and facility related issues.
4. Assist residents with submitting work orders for all maintenance/furniture/housekeeping needs; 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.
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. RAs 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:
  - i. **New RAs:** Friday, August 11, 2017 at 3:00pm through Saturday, May 12, 2018 at 12:00pm.  
**Returning RAs:** Saturday, August 12, 2017 at 3:00pm through Saturday, May 12, 2018 at 12:00pm.
  - ii. **Graduate RAs:** Friday, June 30, 2017 at 3:00pm through Friday, June 29, 2018 at 12:00pm.
3. Undergraduate RA staff:
  - i. Participate in all Fall Training & Move-In/Opening and Welcome Week: August 11 – August 27, 2017.
  - ii. **New RAs:** Move into residence halls for fall training on Friday, August 11, 2017 between 9:00am – 3:00pm.
  - iii. **Returning RAs:** Move into residence halls for fall training on Saturday, August 12, 2017 between 9:00am – 3:00pm.
  - iv. Participate in Spring 2018 Training/Opening: Wednesday, January 10 – Sunday, January 14, 2018.

- v. Move into residence halls for spring training on Wednesday, January 10, 2018 between 9:00am-3:00pm.
  - vi. Participate in all openings, room changes, health and safety inspections, and closings.
4. Graduate RA Staff:
    - i. Move into residence halls for fall training on Friday, June 30, 2017 from 9:00am – 3:00pm.
    - ii. Participate in fall Graduate housing staff training, July 5 – 9, 2017.
    - iii. Participate in Spring 2018 Training/Opening: Wednesday, January 10 – Sunday, January 14, 2018.
    - 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, in-services, etc.
  4. Undergraduate staff must register for the 1-credit Fall RA Class (UNIV-3002), TBA and earn a “B” grade or better in the course.
  5. Attend the Spring Orientation on Wednesday, April 19, 2017, 8:00pm-10:00pm.
  6. Reserve Wednesday evenings from 8:00 – 10:00pm as designated Staff Meeting time. RAs may NOT register for any classes that occur during this time.
  7. Participate in one Experience Temple Student Orientation event during the academic year.
  8. 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. Any decision to release a staff member from the position is at the discretion of the Director of Residential Life.*

**Student Behavior & Crisis Response:**

1. Develop a community that encourages residents to take ownership of the community and assume responsibilities for their actions.
2. Learn, 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 Rights, Resources, & Responsibilities Guide.
3. Respond to behavioral, crisis/emergency situations and refer situations to professional staff when appropriate.
4. Document and communicate incidents in an accurate and timely manner.
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, including but not limited to, working front desk hours. 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. Meal Plan
3. \$200 Diamond Dollars Book Stipend
4. Limited Cable Service
5. MicroFridge (*during academic year only for staff in Staff in Johnson, Hardwick, White, 1940, Peabody, and 1300 (1300 floors 1-3)*)

This compensation applies only when school is in session and residence halls and food services are operational during the 2017 – 2018 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 cable charges as they occur. Failure to pay a cable bill resulting in 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](mailto:sfs@temple.edu), or by calling 215-204-2244.*

#### **APPLICATION, SELECTION, AND ASSIGNMENT PROCESS:**

RA applications are available at: <http://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, 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 the relative strength of the candidate’s qualifications and interview. **Once hired to the RA position, staff members can serve in the role for a maximum of a two-year term, if selected. Should an RA wish to return they must complete an application form to communicate their intent to return, which will be subject to review and approval.**

**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 and/or assigned. In addition, special circumstances may require the assignment of additional responsibilities for a specific 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.*