

RESIDENT ASSISTANT POSITION DESCRIPTION

MISSION

The Office of University Housing and Residential Life (UHRL) cultivates responsible community members by developing inclusive living and learning environments.

SUMMARY OF POSITION

Resident Assistants (RAs) work within UHRL's Residential Curriculum to support students in their holistic development and to foster a sense of community within the residence halls. RAs are valuable members of UHRL who contribute greatly to the department achieving its mission. RAs work with students and staff members to aid students to facilitate the best possible operation of the residence halls. RAs work closely with residential students and are in a unique position to positively influence student development. RAs work closely with the 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 Conduct Code and other university policies. All aspects of the RA Position Description are inclusive of Lead Resident Assistant (LRA), Special Interest Resident Assistant (SIRA), and Graduate Resident Assistant (GRA) positions, except where specifically differentiated.

RAs are expected to serve students and to uphold the standards of Temple University and UHRL to the greatest extent possible. It is essential that all staff members are viewed as credible, positive role models that abide by the university and UHRL 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 UHRL, both on- and off-campus.

In addition, LRAs will work to assist the Hall Leadership Team of their assigned residence hall by serving in a peer leadership role on the staff. LRAs work to implement team development activities, assist with curricular initiatives, monitor and evaluate hall bulletin boards, serve as the building Duty Chair, assist with student staff training periods, and serves as an RA liaison to the hall's Community Council.

QUALIFICATIONS AND REQUIREMENTS

1. All undergraduate RAs must be matriculated and confirmed Temple University students who are enrolled in a full-time degree program and hold at least sophomore class standing by the time of employment; Graduate Resident Assistants must be confirmed Temple University students that are enrolled in and pursuing a full-time graduate degree program.
2. RA staff members must be in good standing with all offices of the University, including but not limited to: University Housing & Residential Life, the Bursar's Office, and the Office of Student Conduct and Community Standards.
3. Undergraduate RAs must be enrolled and maintain at least 12 credit hours each semester; Graduate Resident

Assistants must be considered at least half-time status by their respective academic program and cannot enroll in more than 12 credit hours per semester.

4. RA staff members must maintain a minimum of 2.75 Cumulative/Semester GPA; GRA staff members must maintain a 3.0 Cumulative GPA (2.8 for Law School).
5. All RAs must be registered for classes and resolve any judicial issues, and academic or financial issues resulting in withdrawal from the University, at least 30 days prior to the start of the semester.
6. The RA role requires high visibility and availability within the community. Therefore, RAs must live in university assigned housing and abide by time off guidelines as outlined in the RA Contract.
7. RAs and GRAs must have:
 - Demonstrated experience working to support and develop others through individual and/or group interactions.
 - Demonstrated experience with programming, community building, and participation in community service work or leadership roles.
 - Demonstrated crisis management skills, including problem-solving and critical thinking.
 - A history of working or involvement with diverse populations.
 - Demonstrated organizational skills and the ability to work efficiently, independently and in team settings.
 - Solid interpersonal, oral, and written communication skills.

Additional Qualifications for Lead Resident Assistants (LRAs):

1. LRAs must have served as a Resident Assistant at Temple for at least 3 semesters prior to the start of the LRA contract.
2. LRAs must have had consistent satisfactory performance evaluations from their supervisor in the RA role.

* Due to international student visa regulations, individuals holding certain classes of visas may be ineligible to hold the RA position. Prospective applicants should consult with the Office of International Student and Scholar Services to determine if you will be able to meet all expectations of the role before applying.

ESSENTIAL FUNCTIONS OF POSITION

Student Development & Community Engagement:

1. Support and facilitate aspects of the Residential Curriculum, including but not limited to Roommate Success Plans, Owl Chats, Community Meetings, community building activities, and hall engagement initiatives.
2. Create a residential environment that promotes self-exploration, relationship development, and social and cultural awareness.
3. Serve as a resource person and make appropriate referrals while promoting full cooperation with all university offices.
4. Engage with each community member to identify needs and determine ways to involve them in the hall and university community.
5. Assist students in their orientation to the residence hall and to the university.
6. 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.
7. Inform students of University and other appropriate resources and general information.

Additional Responsibilities for Special Interest Resident Assistants (SIRAs):

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.

Additional Responsibilities for LRAs:

1. Assist hall leadership with programming and curricular initiatives including presenting in staff meetings and assisting with hall-wide engagement strategies.
2. Monitor hall bulletin boards in order to ensure consistency and that curricular expectations are met, including checking for completion and offering developmental feedback.

Leadership & Diversity:

1. Build an inclusive community that promotes and supports the exchange of diverse ideas and beliefs.
2. Facilitate engagement initiatives that promote inclusion among community members.
3. Support and collaborate with community councils and Residence Hall Association (RHA) on developing leadership opportunities.
4. Serve as an approachable and active community member within floor, hall, and university.
5. Identify and encourage potential leaders to become involved in the community and to develop their leadership skills.
6. Serve as a university official representing Temple and UHRL in a positive and professional manner.
7. Exhibit the behavior becoming of a residential life staff member.

Additional Responsibilities for LRAs

1. Implement team development activities, including planning team building and ice breaker activities for staff meetings, and planning social activities aimed at increasing teamwork and building positive staff dynamics.
2. Serve as the RA Liaison to their hall's Community Council, including attending regular Community Council meetings and programs, and assisting with council initiatives.

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 UHRL 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 roommate/suitemate and community conflicts.
7. Address and report any type of behavior that is or can be perceived to be discriminatory or offensive.
8. Complete 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: responding to emergencies in the building, conducting rounds, engaging with students, and working front desk hours. This includes University breaks periods when classes are not in session or when the University is closed.
10. Serve as a Campus Security Authority (CSA).

Additional Responsibilities for LRAs:

1. Serve as the assigned hall's RA Duty Chair, which includes working with RAs to schedule duty each semester, managing and updating the duty calendar, and facilitating duty switches between staff members.

The University has identified the RA position as Campus Security Authorities 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.

RAs are considered "responsible employees" for the purposes of Title IX. As responsible employees, RAs are obligated to report, and address, if appropriate, instances of sexual harassment. Further information on these responsibilities will be provided during training.

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 UHRL.
3. Attend weekly staff meetings as scheduled.
4. Submit all departmental paperwork, forms and reports to supervisor according to established deadlines.
5. Assume additional responsibilities as assigned by UHRL.

Additional Responsibilities for LRAs:

1. Assist professional staff in the development and implementation of staff training in August and January and ongoing training throughout the year. This includes but is not limited to acting in Behind Closed Doors scenarios, co-presenting training sessions, facilitating in-hall meetings and discussions, planning teambuilding activities and icebreakers, managing building-specific logistics, and facilitating and monitoring RA staff training attendance.
2. Assist the Resident Director/Resident Coordinator in the facilitation of in-services or specific topics during regular weekly staff meetings.

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 emergency preparedness drills.

Time Commitment:

1. All RAs will regard the RA position as their primary leadership position for the duration of the contract (see Resident Assistant Contract for dates).
2. Time commitment varies from week to week but RAs should expect an average of 20 hours per week including weekly supervisory meetings, weekly staff meetings, time spent in the building/community supporting students, implementing community engagement initiatives, responding to student behavior concerns, and participating in building duty rotation.
3. RAs must 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.**
4. RAs must participate in a Spring Student Staff Orientation.
5. Participate in Open House events, not limited to Fall Open House and Spring Experience Temple Days, during the academic year.
6. Assist in staff selection processes for all Residential Life staff levels.

Mandatory Training & Development:

1. Participate in ALL training and development opportunities, including August and January staff training periods. RAs are responsible to make appropriate arrangements with fall/spring/summer classes, other jobs/employment, and vacation plans to participate in all training and development activities throughout the contract period.
2. Attend all other required trainings/meetings and events as scheduled, i.e. weekly staff meetings, bi-weekly 1-on-1 meetings, in-services, etc.
3. First-time candidates for the RA and SIRA position must register for and complete the Resident Assistant Development Seminar (UNVS 3003) in the Spring semester in which they are hired and earn a 'C' grade or better. **Failure to enroll and successfully complete the course will result in removal from the position and being placed into the alternate pool. Candidates hired outside the normal student staff selection cycle established by the department are exempt from this requirement. LRAs and GRAs are exempt from this requirement.**

NOTE: If an RA is unable to attend training, or misses training and/or department development sessions, they may be placed on disciplinary work action 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.

REMUNERATION:

1. Residence Hall Bedroom
2. Meal Plan
3. Book Stipend
4. Limited cable services
5. LLC Special Interest RA stipend (SIRAs only)
6. Hourly Pay (LRAs only)
7. Monthly Transportation Pass (Graduate RAs only)

This remuneration applies only when school is in session and food services are operational during the fall and spring semesters. Staff hired outside of the full contract dates listed may have stipend amounts pro-rated. Please see RA contract for details on remuneration, which may vary from year to year.

All appointments and compensation amounts may be considered taxable income according to Federal, State, or Local Laws and therefore will be reported by UHRL as part of one's gross annual income (room, meal plan, financial aid credits, and overflow housing and break duty payments) to Student Financial Services (SFS). Appointments can

have a significant impact on an individual's financial aid packet and applicants are highly encouraged to consult with SFS before accepting the Resident Assistant position. Student Financial Services can be contacted through their web site <http://www.temple.edu/SFS/>, by email at sfs@temple.edu, or by calling 215-204-2244.

APPLICATION, SELECTION, AND ASSIGNMENT PROCESS:

RA applications are available through MyHousing on TUPortal. Interested candidates must complete an application (which includes submitting a resume, two professional references, and answering several short essay questions for new applicants) 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 may include both small group and individual interviews. 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, if selected, serve in the RA role for a maximum of two years. Should an RA wish to return for their second year, they must complete an application form to communicate their intent to return, which will be subject to review and approval. A second-year appointment is not guaranteed.**

RAs interested in serving for a third year and who meet requirements may apply for the LRA position.

RAs who have served for two years and/or served as an LRA are eligible to apply for a GRA position if they enroll in and attend a graduate program at Temple University.

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 RAs 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 position responsibilities at the institution. RAs are also expected to understand and comply with applicable laws, university policies and regulations, including NCAA regulations, for areas and departments with which their essential functions cause them to interact.