Department of Residential Living and Learning
Resident Assistant Job Description

POSITION OVERVIEW
The Resident Assistant (RA) is a paraprofessional staff member for the Department of Residential Living and Learning (RLL). The RA is the closest and most vital link with the residents. Under the supervision of a Community Director, the RA is responsible for creating and maintaining a residence hall environment that is conducive to living and learning. In order to accomplish this, the RA is expected to play a variety of constantly changing roles. The RA must be flexible and creative in meeting the residents’ needs by serving as a counselor, advisor, community developer, educator, and friend. The position requires a serious time commitment and willingness to be available and accessible to other students.

QUALIFICATIONS
Required
• Be enrolled as a full time student at Texas A&M University – Commerce
• Have and maintain a minimum cumulative GPA of 2.50 and a semester GPA of 2.0
• Have a judicial record clear of major policy violations at the time of hiring and maintain a clean record throughout term of employment
• Be academically classified as a sophomore or above at time of employment with two semesters of post high school education
• Be able to ascend and descend stairs in buildings where no elevators are provided or in emergency situations
• Visually assess the community, surroundings and situations that occur spontaneously and respond appropriately
• Have written and verbal communication with residents and supervisors in casual and crisis interactions
• Commit to give Resident Assistant responsibilities priority over all extracurricular activities
• Be knowledgeable and able to articulate and implement University policies, rules, and regulations
• Have a working knowledge of campus and community resources
• Demonstrate the willingness to accept supervision, the ability to follow directions, the capacity to work under pressure and work as a team
• Demonstrate excellent public relations and customer service skills
• Commit to successful teamwork with the entire RLL staff
• Demonstrate an advanced level of maturity exhibited in sound judgment, emotional stability, flexibility, and willingness to accept responsibility
• Be available for the academic year employment

Desired
• Preference will be given to those who have lived in a Texas A&M University – Commerce residence hall for at least one (1) semester, or have previous experience living in a community-style setting at time of application
• Commitment to personal and professional growth
• Be able to perform limited labor such as lifting boxes, moving furniture, and cleaning

RESPONSIBILITIES
Below is a general description of the Resident Assistant job responsibilities. Responsibilities may vary based on building assignment.

Time Commitment
The RA position is the RA’s principle non-academic activity. All time commitments will be subject to continual review by the Community Director. The RA is expected to:
• Attend, participate, and be punctual to all trainings, meetings, and in-services held prior, during, and at the end of each semester.
• Assist in staffing and response to planned and unplanned emergencies and university programs.
• Be available, visible, and accessible to residents in the residence hall
• Provide coverage in the residence hall by working a duty and desk rotation established at the beginning of each semester. Weeknight duty is 6pm-7am. Weekend duty is Friday at 6pm until Monday at 7am.
• All RAs are expected to be in the hall in which they live by 2:00am, seven days a week, unless they have been approved for time off. RAs will be on campus at least two weekends a month. No more than half of the staff in any hall will be permitted to leave on a given weekend.

Community Development
The RA is expected to promote an atmosphere conducive to individual and group development. The RA is expected to:
• Develop an open and personal relationship with each resident in assigned area through intentional conversations, planned and spontaneous floor events, monthly community meetings, and passive programming.
• Role model and promote the development of an inclusive community.
• Encourage university involvement, civic engagement, and social responsibility.
• Assist in the development and understanding of community standards and roommate agreements.
• Be aware of and report issues of concern regarding residents.
• Refer residents, as appropriate, to campus and community resources.
• Promote and participate in Residence Hall Association and Hall Council events and town hall meetings.
• Serve as a role model, both on and off-campus, for their community.
• Maintain appropriate relationships with all of the residents in area. If unsure of the expectation of appropriate relationships, immediately discuss circumstances with supervisor.

Administrative and Staff Responsibilities
RAs must perform a variety of administrative/staff duties including but not limited to:
• Support the missions of Residential Living and Learning, CLSD and the University.
• Carry out, accurately and punctually, all assigned responsibilities outlined RA Training and in the RA Job Agreement, Code of Ethics, RA Staff Manual, Front Desk Manual, Master Key Guidelines, Confidentiality Agreement, and individual hall guides.
• Work cooperatively with fellow staff members and supervisor to create a positive presence in the residence halls.
• Submit work orders, incident reports, Health &Safety Inspection reports, and other materials assigned by supervisor.
• Assist with the opening and closing residence halls at the beginning and end of each semester, as well as during breaks.
• Participates in the interview/hiring process of new Residential Living and Learning Staff.
• Check RA mailbox, leo-email account, and voicemail daily.
• Properly utilize resources and access to office, supplies, and keys within the community
• Use the following line of communication when transmitting constructive criticism of department policies and/or practices: Community Director > Area Coordinator /Associate Director of RLL > Director of RLL > Dean of Students > Vice President of Student Access and Success.
• Direct all media inquiries to the Director of Residential Living and Learning
• Meet with the Community Director on a routine basis for regular supervision.
• Perform other duties as assigned as they relate to the operation of the hall/area.

Policy Enforcement
RAs must approach all situations in an educational manner showing care and respect for all residents. The RA is expected to:
• Understand and uphold all residence hall and University rules, regulations, and policies as well as state and federal laws.
• Address and document all policy violations immediately and consistently.
• Seek support and guidance from a Community Director before, during, and after difficult situations as needed.

Emergency Response
RAs must be available and respond appropriately to emergencies that affect the residence halls. The RA is expected to:
• Know and follow the emergency procedures outlined in training.
• Report individual emergencies to the building supervisor and/or University Police.
• Follow up with residents after any crises situation.
OTHER EMPLOYMENT/INTERNSHIPS/ETC.
All outside employment and internships must meet guidelines established in the Resident Assistant Outside Employment Agreement and be preapproved by the supervising Community Director.

COMPENSATION
• For the period of the RA contract, the RA will receive a waiver of room and a meal plan due to this being a live-on position (an estimated value of $3,700). RA resignation or termination will result in loss of all unearned compensation.
• The RA will be assigned a room in the area where they are employed. New Pride RAs will be housed in a 2-bedroom apartment and must have a roommate (roommate will be responsible for the cost of their portion of the apartment).

PERFORMANCE EVALUATIONS
• Community Directors will meet with the RAs initially on an individual and staff basis to review the job description, establish goals, and outline expectations for the semester. The HDs will meet with each RA routinely throughout the semester to review progress, performance, skill development etc.
• A mid-semester and end-of-the-semester evaluation will be conducted each semester.

For the period of the Agreement, August 8, 2014 to May 18, 2015 the Residential Living and Learning and the Resident Assistant agree to the above.
________________________ / _____________________________ __________________________
Resident Assistant (print and sign) Date
________________________ / _____________________________ __________________________
Community Director (print and sign) Date