

Resident Advisor Job Description 2024-2025

Terms of the Resident Advisor Job Description are subject to change at the discretion of the Director of the Office of Housing and Residential/Commuter Life. Changes will be communicated in writing to all staff.

The Office of Housing and Residential/Commuter Life is committed to providing a comprehensive residential program that supports retention and enhances the student experience by creating meaningful opportunities for growth.

The Resident Advisor (RA) is critical to the success of this program as this position has the closest and most enduring contact with residential students. RAs are live-in staff who support the development of a vibrant campus community by connecting students with resources and one another, implementing programs, and ensuring safety through encouraging compliance with policy.

MINIMUM REQUIREMENTS

- Full-time UNE student.
- Good academic standing with a minimum 2.5 cumulative GPA and a semester GPA that does not fall below a 2.25 for two consecutive semesters.
- Good conduct and financial standing with the University.
- Genuine desire to help others and ability to work effectively as part of a team.

TIME COMMITMENT

- The RA position is second only to academics and supersedes all other co-curricular activities as well as other job responsibilities.
- This is a year-long commitment beginning with training prior to the start of the fall semester and ending after the halls have closed following finals in the spring semester.
- RAs are on duty a minimum of 4-6x per month (i.e. nights and weekends).
- RAs are required to organize and attend night and weekend programming.
- RAs attendance is required at regularly scheduled and emergency meetings established by the department and their Area Coordinator (i.e. community meetings, weekly staff meetings and 1-1s, monthly all-staff meetings, in-services, etc.).
- RAs assistance and attendance is required with annual processes (i.e. fall and winter training, the opening and closing of halls each semester, RA Selection, RA Training, etc.).
- RAs are expected to take a greater leadership role within the department by serving on departmental committees.

REMUNERATION

- Full room and board charges for a single room in their assigned residence hall while they remain employed and a campus phone with voicemail.
- A student parking pass.

RESPONSIBILITIES

1. Individual Student Engagement

- Strives to build authentic relationships with all assigned residents.
- Visible and available on a consistent basis to address resident concerns, needs, and interests. This is particularly important on evenings and weekends.
- Acts a resource and referral agent for residents by connecting them with clubs/organizations, support services, and senior staff within the Office of Housing and Residential/Commuter Life.

2. Community Development & Engagement

- Completes all aspects of the Community Development Model effectively and on time in accordance with the interests and needs of their assigned residents.
- Strives to develop community and a sense of belonging for all residents.
- Responsive and sensitive to the needs of a diverse community.
- Encourages self-discipline, self-governance, and respect for individual rights among residents within the community.
- Proactively identifies areas of community conflict and work collaboratively with Area Coordinator to support a timely resolution.

3. Safety, Security, & Policy Enforcement

- Completes all “on-duty” responsibilities on an assigned, rotating basis, and when emergency situations arise as outlined in RA training and the RA Manual.
- Encourages compliance with policy by educating students on the role they play in promoting a safe and respectful community.
- Supports other staff members in encouraging compliance with policy.
- Consistently responds to, reports, and documents all policy violations and any matter impacting safety/security in accordance with the expectations established in the RA Manual and RA Training.
- Appropriately expedites the reporting of housekeeping/maintenance issues which affect the safety and well-being of residents.
- Uses sub-master and master keys appropriately.

4. Professionalism

- Serves as an empathetic and non-judgmental peer advisor.
- Brings concerns and feedback to supervisor and does not vent to other students.
- Understands the limitations of the RA role and draws appropriate boundaries with residents.
- Maintains appropriate level of confidentiality with residents while working with senior staff.
- Serves as a positive role model for all residents by demonstrating personal ethics, as well as, complying with and supporting University and Residential Life policies and procedures.
- Serves as a positive role model by demonstrating campus involvement and the skills necessary for success (i.e. time management and study skills).

5. Communication & Team Work

- Speaks positively of and shows support for the Office of Residential/Commuter Life, its staff; as well as campus partners and their staff.
- Demonstrates proficiency in listening to and expressing ideas.
- Provides constructive feedback with the intention of supporting growth.
- Accepts and implements constructive feedback provided by their supervisor, teammates, and senior staff within the department.
- Accepts new or changed situations; and is able to adjust to accommodate the needs of the university, department, team, and/or residents.
- Works cooperatively with others and completes responsibilities in an effective and timely manner (i.e. duty scheduling, campus wides, area wides, joint RA programs, etc.).

6. Administration & Fiscal Responsibility

- Attends and fully participates in trainings and meetings (i.e. trainings, staff meetings, 1-1s, in-services, etc.).
- Assists in the opening and closing of halls each semester and at every break period.
- Fulfills all administrative requirements efficiently and on time (i.e. census reports, room condition reports, health and safety inspections, incident reports, community interactions, work orders, program proposals and evaluations, etc.).
- Checks RA mailbox frequently and posts all current notices and communications from the Office of Housing and Residential/Commuter Life, Student Affairs, or other authorized offices or groups.
- Responds to job related communication from senior staff and teammates in a timely manner.

- Uses their programming budget, university credit cards, cash advances, etc. responsibly and in accordance with the standards established by the department and Student Financial Services.
- Completes other duties as assigned.

REAPPOINTMENT

Staff members are selected for a contractual period. A staff member's reappointment is never automatic and is contingent upon satisfactory completion of the job responsibilities through the end of the winter semester and summer months.

Reappointment includes an assessment of all aspects of job performance as well as attitude. The criteria for reappointment will include job performance which has been documented in the Resident Advisor's Annual Evaluation and supporting employment documents. When satisfactory performance levels have not been maintained, reappointment may not be considered.