Office of Housing and Residential Life
Resident Advisor (RA) Position Description
Academic Year 2016-2017

The Resident Advisor (RA) is a member of the Office of Housing and Residential Life staff within the Division of Business and Auxiliary Operations. The Office is committed to a comprehensive residence life program – one that blends academic with co-curricular activities to create a total educational environment in which all residents are assisted and supported while increasing their ability to be successful. RA’s are key links in creating this environment. The quality of their efforts has a significant, direct bearing upon the quality of life experienced by all members of the University community.

The RA serves as a liaison between the University and residents. Under the supervision of Community Directors, Office Service Clerks, Assistant Directors, and the Director of Housing and Residential Life, the RA will fulfill the general requirements and responsibilities in this job description as agreed upon by signature on an offer letter.

Community Building & Communication

- Strive to develop a sense of community among residents on their floor, within the building and within the campus community as a whole, where people develop a sense of “membership” and “ownership” for the community.
- Be familiar with the residents on their floor (by name) and in their community.
- Foster networking systems for residents within the same major, classes and interests to form study and social groups.
- Help create and maintain an atmosphere conducive to studying within the residence hall or apartment complex.
- Involve upper class students in educating new students on ways to achieve and maintain academic and social success.
- Be visible, available and approachable on the floor and within the building to talk with residents about concerns, interests, and needs.
- Encourage self-discipline, self-government, and a respect for individual rights among residents; encourage individual assertiveness.
- Communicate regularly with all residents, spend time with them, develop an open, personal relationship with residents and let them know you are there as a resource if problems arise.

Resident Education & Community Building

- Initiate, plan, and organize community builders and events related to academic success, community development, diversity, and health & wellness that respond to the needs and interests of all residents.
- Offer students the opportunity to learn how to manage time, maintain good study habits, and take tests efficiently.
- Provide opportunities for faculty involvement in floor/building community builders.
- Seek student suggestions and encourage students to participate in community builders offered by staff and WSU hall/community councils.
- Attend and actively participate in floor/building community builders, functions, and social events including hall/community council meetings & events and those coordinated by other RA’s. Encourage residents to participate in university events and activities.
- Keep residents informed about the University and what’s happening on campus by posting signs, using bulletin boards, and holding regular floor meetings.

Safety/Security

- Be familiar with the building fire alarm system and familiarize residents with building evacuation and other emergency procedures.
- Regularly report repair requests that effect the safety and security of residents (i.e., stairway breezeway lights, damage to door lock mechanisms).
- Educate students on fire, health, safety and security guidelines as listed in the Community Living Guide issued to them at move-in.
- Assist in communicating to and coordinating resident response in emergency situations or situations requiring specific action, as requested.
Crisis Response, Mediation and Helping Skills

- Serve as a concerned, non-judgmental peer assistant, whose goal is to assist residents in resolving problems; serve as mediator for residents in conflict with one another.
- Treat sensitive information confidentially.
- Display interest and sensitivity to the concerns of underrepresented groups.
- Respond quickly and calmly to crisis situations while adhering to WSU & Housing policies and procedures.
- Refer residents, when necessary, to University and community resources.
- Demonstrate effective listening skills.
- Treat residents fairly and impartially.
- Identify and assist residents with personal, social, academic, or health related concerns.

Role Modeling & Policy Enforcement

- Educate students on the need for safety and security; encourage compliance with University policy by discussing and enforcing regulations; encourage residents to confront policy violations by bringing them to the attention of building staff.
- Serve as a positive role model for all residents by complying with supporting WSU and University Housing policies and procedures.
- Communicate Student Due Process, University, and Housing and Residential Life policies and procedures and their rationale to hall residents.
- Confront students who fail to comply with the University Code of Conduct, Housing and Residential Life policies or violate other residents' rights; refer these students to the Community Director or designated agent.
- Support other staff members in the enforcement of hall policies.

Administrative

- Attend staff meetings, trainings, CRATE (Continuous Resident Advisor Training Experience) sessions, Hall/Community Council meetings, and other development activities.
- Serve in on-call duty rotation for the residential community on an assigned basis and in emergency situations. Complete regular building rounds and related reports.
- Work a minimum of 2 hours at the front desk or at study tables while on duty.
- Assist in the opening and closing of the hall each semester and at every break period, as coordinated by the Community Director. This will require early arrival in the fall and an extended stay at the end of the year as needed. Assist with inventory, bed checks, etc. as needed during move-in and move-out.
- Fulfill administrative requirements promptly and efficiently (i.e., RA weekly reports, Incident Reports, duty logs, Room Condition Reports, work orders, programming reports, health and safety checks, etc.).
- Participate in staff and department committees and focus groups as necessary.
- Complete assigned auxiliary or collateral assignment as determined by the CD
- Read and utilize the RA Manual. Be familiar with university rules and regulations including the Housing Community Living Guide, the Student Code of Conduct, and the Housing License Agreement.
- Assist other University offices, participate in Orientation/Scholars Days/Open Houses, give tours of the halls/apartments, staff informational tables, etc.
- Other duties as assigned.

Role Modeling & Academics

- Maintain a minimum 2.75 cumulative GPA beginning at selection as a staff member.
- RAs involved as a Student Senate Member/Executive Officer must maintain a 3.0 cumulative & term GPA.
- Support and encourage good academic habits among residents.
- Refer residents to appropriate campus resources as necessary.
- Coordinate study groups or study tables with residents and staff members.
- Role model appropriate behavior for residents
- Assist with making contact with residents who are having academic difficult
Resident Advisor Employment Terms & Conditions
Academic Year 2016-2017

Supervisor:
RA’s are supervised by the building Community Director.

Appointment:
- Two academic semesters (Fall 2016 and Winter 2017), or one semester if the RA is hired in the winter.
- For the 2016-2017 academic year, mandatory fall training is scheduled to begin on Sunday, August 14, 2016.
- Employment for all RA staff not working during the summer will end on Friday, May 5, 2017 at 12:00pm. Room/apartment must be vacated by this time.
- Appointment is renewable upon a positive evaluation, successful completion of the Intent to Return Packet and selection process, and approval of the Community Director and the Director of Housing and Residential Life. Continued or renewed employment is not guaranteed.

Compensation:
- Room and board waiver for employment period. [Single room with a choice of a Warrior Pass 50 (Unlimited + $50 /semester) or Weekly 12 + 350 (Twelve Swipes/week + $350 Warrior Dollars /semester) meal plan] ***See final three bullets of this section for important information.
- Installation of local phone line, basic cable & internet are provided during the time of employment. All other related costs are the responsibility of the RA (including telephone equipment). You must install a land line phone in your room/apartment.
- RA’s are generally assigned to one room for the duration of their appointment. The Office of Housing and Residential Life maintains the discretion to reassign staff as needed.
- ***IMPORTANT NOTE: RA’s are not charged for their room and board. If you apply for financial aid this will reduce the “cost of attendance” that the Office of Student Financial Aid uses in their process to determine your financial aid eligibility. Your eligibility for financial aid may be reduced, usually in the form of loans. If you choose to go through the RA Selection process, it is recommended that you meet with a financial aid counselor to discuss the impact it may have on your individual aid situation.
- ***IMPORTANT NOTE: While international students are encouraged to apply, they may have additional restrictions due to Visa status and should check with the Office of International Students and Scholars for any conflicts.

General Requirements:
- Applicants MUST attend one information fair. Applicants should plan to arrive on time.
- Applicants MUST participate in the RA selection process including submitting an application, supplemental materials, and attending the group & individual interview days.
- A link to the application will be provided to all information fair attendees after each fair.
- Must maintain full-time undergraduate (min 12 credit hours)/graduate (min 8 credit hours) student status with a cumulative GPA of 2.75 for undergraduates or 3.0 for graduates for duration of employment beginning at selection.
- Must obtain at least 24 credits by the end of the Fall/Winter semester prior to employment.
- Must commit one full academic year to the position.
- Must be in good financial standing with the University and the Office of Housing and Residential Life.
- Must not be on disciplinary probation through the Dean of Students Office or on housing probation through the Office of Housing and Residential Life.
- Must submit to, and pass, a formal background check through the Wayne State University Police Department.
- Must complete and sign a housing license agreement for the academic year in which a student is employed.
- No prior on-campus living experience required.

Mandatory Meetings/Training:
- RA attendance at all staff training is required. Time away must not conflict with these training dates or regular meetings.
  o Spring Welcome Meeting/Training Day (April 11, 2016)
  o Fall Training (August 14, 2016 – 1st day of classes)
  o Winter Training (January 5, 2017 – 1st day of classes)
  o Monday night CRATE sessions, 6-9p.m. through fall and winter semesters. RAs are not allowed to schedule classes during this time period. Rare exceptions must be approved by the supervising CD in consultation with the Director of Housing and Residential Life. All RA’s must keep this time on their schedules open throughout the academic year. While meetings may not take place every Monday, RA’s must be available!
**Time Commitment & Other Employment:**

- RA participation is expected during Move-In, First-Year Resident Orientation, Convocation, Orientation 2, Scholars Days and Welcome Back Activities, including those which take place over Labor Day Weekend.
- RA participation is expected for department events (Staff Recruitment and Selection, Priority Room Selection, etc.) and University functions (Open House, Preview Day, Scholars Days, etc).
- Resident Advisors will be expected to commit approximately 15 – 20 hours per week, 2-3 hrs of which are spent as office/desk hours, to their various responsibilities; this is a student employment and leadership opportunity with flexible & unpredictable hours. It is understood that the RA position cannot easily be translated into hours worked per day or week due to the unique nature of the position.
- RA’s should not have other commitments that interfere with the responsibilities of the RA position. RA’s are encouraged to participate in campus and community activities; however an RA should not participate in activities that might present an unreasonable time demand or conflict of interest.
- All on and off-campus employment must be approved by the Community Director. Employment may not conflict with on-call duty nights, meetings or trainings (RAs may not work the desk while on duty unless covering for a staff member missing their shift). Outside employment is limited to12-15 hours per week.
- Regardless of other commitments RA’s must be available at peak times (generally evenings), regularly scheduled meeting times, and the beginning/end of a semester.
- Graduate, teaching, or research assistants equaling 20 hours per week are not eligible for this position due to University work hour restrictions. Due to heavy academic requirements, medical students are not allowed to be RAs.
- RAs are allowed to take classes during the Spring/Summer 2016 semester (Monday, May 8 – Thursday, July 28, 2016) and/or the Spring 2016 semester (Monday, May 8 – Tuesday, June 23, 2016). **RAs will not be allowed to take classes during the Summer 2016 semester (Wednesday, June 28 – Friday, August 15) due to conflicting dates with mandatory Fall training.** Rare exceptions must be approved by the supervising CD in consultation with the Director of Housing and Residential Life.
- **RAs will not be allowed to participate in internships that end after mandatory fall training (Sunday, August 14 – 1st day of classes) begins.** Rare exceptions must be approved by the supervising CD in consultation with the Director of Housing and Residential Life.

**Absence from Assigned Building:**

- All RAs are required to stay on-campus during Thanksgiving Break, Holiday Closure, and Spring Break for duty coverage. This responsibility is to be shared among the RA staff and final duty assignments will be made by the CD.
- All absences (vacation, night out, etc.) away from the assigned building must be coordinated and approved in writing (email is sufficient) by the CD in advance. RAs are allowed 8 nights away per semester.
- RA’s must participate in a rotating on call duty schedule. Weekday/weeknight duty begins at 5p.m. and ends at 8:30 a.m. the following day. Weekend duty varies in each building, but is generally a 24 hour commitment to stay in your building/community and respond to issues that may occur. RA’s may not leave the building while on duty.

I have read and agree to abide by the Resident Advisor (RA) Position Description and Employment Terms and Conditions. I understand the responsibilities and time commitment as outlined above and will request clarification if I do not. I understand that failure to comply with the above may result in disciplinary action, up to and including termination of my employment.

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**Signature:** ____________________________________________  **Date:** ______________________

**Printed Name:** ____________________________________________  **PID #:** ______________________