

Concordia University Wisconsin
Department of Residence Life
RESIDENT ASSISTANT POSITION DESCRIPTION

Purpose of the Position: Resident Assistants are a most integral part of the Residence Life. Resident Assistants are assigned to an area of approximately 25-45 individuals. Their primary responsibility is to act as a representative of Residence Life for their residence hall community. The Resident Assistant articulates to students the philosophy and policies of Concordia University Wisconsin. Resident Assistants represent Residence Life as a role model in all facets of University life. The six (6) basic roles of the Resident Assistant are:

- A. Community Facilitator B. Team Member C. Administrator D. Programmer E. Policy Advocate F. Referral Agent

Supervisor: The Resident Assistant directly reports to the Resident Director of the hall area to which s/he is assigned.

Requirements and Expectations:

1. Must be enrolled as a full-time student at Concordia University Wisconsin. Maintains a 2.50 grade point average each semester and a 2.25 cumulative grade point average.
2. Will be placed in a hall as determined by Residence Life and may be reassigned at any point during the academic year.
3. At all times practice open communication with the Office of Residence Life—which includes all professional and support staff members.
4. Any other off-campus employment not to exceed 10 hours per week, must be approved by the supervising Resident Director.
5. No other university employment is allowed during Fall, Spring semesters, and Summer. Spring graduating RAs may hold summer on-campus employment.
6. Is in good standing with the University and Residence Life. A Resident Assistant cannot be on disciplinary or academic probation.
7. Acts as a positive representative of the University and Residence Life in interactions by role modeling behavior in line with the CUW mission.
8. Additional expectations and duties as set forth by the Director of Residence Life, Resident Director, and the RA Manual.

Responsibilities:

Community Facilitator

- Be available and accessible to the students by spending quantity and quality interaction time in assigned residence hall.
- Establish and maintain at least a basic relationship with all the students on assigned floor by the end of the third week of classes.
- Assist students with personal, social, and academic concerns.
- Respect and maintain confidentiality of staff and students.
- Develop a responsible living environment by helping the residents enforce community standards.
- Consistently encourage responsible behavior by the residents.
- Respond to emergency situations quickly.
- Keep all bulletin boards and/or hall decorations updated with theme displays or current information.

Team Member

- Attend and participate in all staff training; these dates include:
 - Spring Training Fall Training
- RA training sessions as scheduled – frequency depends on the month and time of semester.
- Others as assigned by professional staff (RHA)
- Attend weekly staff meetings and individual meetings as determined by Resident Director.
- Maintain consistent presence and availability in their residence hall during the week.
- Help develop staff community by working cooperatively, supporting, and displaying a positive attitude toward all staff.
- Negotiate all outside activities in clubs, sports, etc., with Resident Director in terms of time management.

Administrator

- Be available for the opening and closing of the residence halls as follows:
 - August 23-26, 2018 December 14-15, 2018 January 25-27, 2019 March 15, 2019 March 24, 2019 May 17-19, 2019
- Be available for special staffing assignments, such as “Double Duty” dates: Fall Break, Homecoming Weekend, Thanksgiving Break, Winterim, Spring Break, Easter Break; others as assigned by Residence Life.
- Participate in the staff duty schedule. Understand that frequency of duty is based on the number of staff in a particular duty group.
- Complete administrative tasks—submit maintenance requests, weekly reports, incident reports, program evaluations, room condition reports, duty logs, etc.—as assigned and in the time frame specified by supervisor.
- Share in the check-in/check-out duties and all other scheduling of hall staff.
- Carry master keys only during duty or an emergency situation. The keys should never be in RA’s casual possession or given to any other person.
- Participate in the 2019-2020 Resident Assistant Selection Process as designated by Residence Life.

Programmer

- Facilitate programs for assigned floor/hall each semester as defined by the Residence Life programming model.
- Work with Resident Director to set program dates and meet deadlines.
- Submit the Program Planner/Evaluation form in conjunction with each program.
- Submit program form for budget approval to RHA, at least two weeks before the program.

Policy Advocate

- Actively confront all disciplinary situations and document them as appropriate within 12 hours of the encounter.
- Uphold and exemplify all policies and programs of Concordia University Wisconsin and Residence Life.
- Articulate University policy and procedures to residents.

Referral Agent

- Document and report all emergency situations to Resident Director and the Director of Residence Life immediately.
- Refer students to different campus offices and community agencies.
- Keep residents apprised of University happenings by posting current information on the floor(s).

Compensation: Compensation will be a salary equivalent to the cost of room charge and will be divided per pay period. If this contract is broken at any point during employment with CUW, the employee will be subject to a \$100 breach of contract fine and will forfeit the salary for the remainder of the year.

If RA resigns or is terminated, that RA will have to vacate the RA room and any roommate(s) will be required to vacate as well.