

**Concordia University Wisconsin**  
**Department of Residence Life**

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**Position Requirements**

- ✓ Applicant must have been a full-time student at CUW for at least one semester within the last two years.
  - ✓ Applicant must have a minimum cumulative GPA of 2.25 and be in good academic standing.
  - ✓ Applicant must maintain a 2.5 semester GPA during time of employment.
  - ✓ Applicant must be a full-time student (12 credits) during time of employment.
  - ✓ Applicant must be able to commit a full year of service (fall & spring terms) and be available during all no-pass dates and training days.
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**Our Purpose:** The Department of Residence Life at Concordia University Wisconsin is committed to providing comfortable and well-maintained residence hall communities that are purposeful, open, just, disciplined, caring and celebrative; where students can develop in mind, body and spirit; and where academic goals, personal development, and spiritual growth are encouraged and supported. Our staff is available, reliable, helpful and concerned for the well-being of resident students within facilities that are safe, clean and healthy living environments.

**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.

**SAMPLE RESIDENT ASSISTANT CONTRACT 2020-2021**

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**Requirements and Expectations of RAs:**

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.

**The six (6) basic roles of the Resident Assistant are:**

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|--------------------------|--------------------|-------------------|
| 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.

**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
- RA training sessions as scheduled – frequency depends on the month and time of semester.
- Others as assigned by professional staff
- 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 20-23, 2020; December 11-12, 2020; January 22-24, 2021; March 12, 2021; March 21, 2021; May 14-16, 2021
- Be available for special staffing assignments: 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 2021-2022 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 the RD, 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.
- Title IX Mandatory Reporter – as a university employee, you will be trained in the proper federally required response in Title IX situations.

## **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 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.