COMMON RESIDENT ASSISTANT (RA) JOB DESCRIPTION

The RA is a dedicated and committed person that helps to establish and maintain a positive living environment that fosters maximum growth and development of students. As a member of the Residential Life team, the RA is responsible for playing a major role in the implementation of programs, policies, and services through which the core values of the University and the Department of Residential Life can be accomplished. As a paraprofessional, the RA serves as a resource person, peer counselor and peer educator. The RA models responsible citizenship while building a strong sense of community.

GOALS OF THE POSITION:
1. To know each resident on a personal basis, and facilitate engagement with each other through informal and formal programs and interactions.
2. Personify the mission and values of the university through daily interaction with resident students, in residential and dining areas.
3. Role model professionalism, community, and teamwork.
4. Support resident student learning.
5. Support and uphold community standards.

QUALIFICATIONS:
1. Demonstrated knowledge of and commitment to:
   a. USD’s Mission and Core Values
   b. Residential Life at USD
   c. Serving the needs of residents
2. Demonstrated strong interpersonal and team skills.
3. Leadership and service experience.
4. Minimum overall GPA of 2.75.
5. Full-time student status.
6. Must be in good standing with student conduct.

TIME COMMITMENT:
1. Priority given to this position above other areas of activity with the exception of academic work.
2. All other major time commitments, such as co-curricular activities and outside employment must be approved by the supervising Community Director.
3. Participate in weekly staff meetings on Tuesday nights from 7:00pm to 10:00pm. No other commitment should be scheduled during this time.
4. Participate in the following: April, August and January Training, Monthly all staff meetings, weekly meetings, RA seminar (new RAs only), Self-Care, RA Group Process interview day, New Applicant RA Candidate interview day, and other development opportunities throughout the academic year.
5. Assist in duty coverage over vacation/holidays such as: Fall holiday, Thanksgiving break, Intersession break, Spring break, Easter break and Commencement weekend.
6. Serve regularly scheduled duty, round and desk coverage. Duty is scheduled from 7:00p.m. to 7:00am on weeknights, 8:00pm to 7:00am on weekends.
7. Residential Life requires all RAs to maintain no more than 20 collective hours in total toward co-curricular activities outside of Residential Life, part-time work, and internship opportunities.
RESPONSIBILITIES:
Community Development and Standards (40%):
1. Build and maintain community on your floor/hall by knowing each resident personally.
2. Know the specific developmental needs of your residents.
3. Meet program requirements as defined further in the specialized role section of this job description
4. Identify and provide appropriate referral to assist residents in need of personal and academic help.
5. Assist in the mediation of roommate, suite mate, and/or floor/hall conflicts.
6. Utilize the provided meal plan to eat in campus dining areas thus building community by serving as a consistent presence in these spaces and by dining with residents who are also using their meal plan funds in these areas.
7. Distribute information about campus wellness services.
8. Support Department Initiatives including but not limited to Housing Selection and RA Selection.
9. Know and adhere to all university policies, procedures and regulations.
10. Distribute information about policies.
11. Respond to and report all violations of University policies.
12. Complete proper conduct and incident reports in a timely manner, that is compliant with Clery expectations and forward to the appropriate staff.
13. Encourage students to assume responsibility for their actions, and to be considerate of the rights and freedoms of others.
15. Participate in opportunities to represent and serve the department and university (for example, RA Advisory Group, Restorative Justice conferences, staff Sustainability Champion, residence hall open houses, housing sign-up/informational fairs, Changemaker initiatives, Alcalá Bazaar, hall council liaison, potential committee work like THINK Week, Language Matters, Safe Space Ally training, RA Training and RA Recruitment and Selection committees, Rainbow Educators, etc.).

Administrative (10%):
1. Be available to residents at times other than assigned duty nights.
2. Responsible for completing all requested written reports (weekly reports, duty log entries, incident reports, etc.).
3. Maintain floor/hall bulletin boards.
4. Complete Room Condition Forms for your residents during move-in and move-out periods.
5. Complete Health and Safety Inspections each semester and as needed.
7. Responsible for responding to emergencies including fire, earthquake and crisis situations.
8. Promote positive interaction with Residential Life Staff, Dining Services, Facilities Management, Public Safety, and other University departments.
9. Distribute surveys to students as requested for assessment and evaluation purposes.
10. Distribute information to residents and have knowledge about Housing Selection.
11. Support department marketing and social media campaigns.
12. Collect, maintain, and/or follow-up with residents in regard to Electronic Emergency Contact information.
13. Maintain equipment provided for community development and emergency preparedness purposes; RAs are financially responsible that all items are returned in the condition they were issued.
14. Collect at minimum 65% of current residents in the mid-year Residential Life survey.
15. Complete self and peer evaluations and evaluation of Community Director and Resident Minister when directed.
SPECIALIZED RA JOB RESPONSIBILITIES

As a First Year Experience Living-Learning Community RA, you will have the following responsibilities (50%):

1. Be actively present and involved during Fall Orientation (more details and training will be provided during April and August Training).
2. Be engaged and purposefully seeking out ways to connect with your residents especially during the first six weeks of school (Fall Orientation, Move-in Day, 3rd Week check-in, Language Matters, Sexual Assault Awareness Week, social programs, etc.).
3. Maintain communication with LLC PAs, RAs, and faculty director during the summer and fall and spring semesters.
4. Participate in all training workshops organized by the LLC program, including April LLC student leaders training, and May LLC training workshop.
5. Attend any fall meetings for PAs, RAs, and faculty planned by the LLC Faculty Director.
6. Help promote, attend, and potentially assist with facilitating the 2-3 LLC theme wide events for your theme offered during the fall semester.
7. Support and encourage the incorporation of thematic elements in all residence life programs and initiatives generated from the area, including hall decorations and door tags.
8. Promote preceptorial events required for your resident’s preceptorial classes.
9. Integrate FYE needs into community development model, with extra visibility and emphasis placed on the first six weeks.
10. Complete all MapWorks expectations including having students fill out the surveys and logging all contacts.
11. Encourage and promote attendance to Student Success Workshops.
12. Complete program requirements and evaluations as outlined in the community development model to continue the community development aspects of the LLC following the conclusion of the preceptorial class, preceptorial assistant role.
13. Be available as a resource and guide to residents regarding what is offered at the university.
14. Collaborate with the Faculty Director, faculty and PAs and contribute ideas to the development of co-curricular events supporting the theme.
15. Coordinate communication regarding co-curricular events via an email distribution list (and other means) to all residents in the LLC theme (additional RA staff, Community Directors, faculty and PAs are copied on all communications).

As a STEP RA, you will have the following responsibilities (50%):

1. Be actively present and involved during Fall Orientation (more details and training will be provided during April and August Training).
2. Be engaged and purposefully seeking out ways to connect with your residents especially during the first six weeks of school and beyond (Fall Orientation, Move-in Day, Language Matters, Sexual Assault Awareness Week, social programs, Career Fairs, Internship Fairs, International Center, Study Abroad sessions, Graduate/Law School Fairs, etc.).
3. Be actively present and involved with Transfer students during orientation programs.
4. Integrate STEP needs into the community development model, with extra visibility and emphasis placed on the first six weeks.
5. Present at, encourage, and promote attendance to STEP specific programs.
6. Help promote, attend, and potentially assist with facilitating area events for your area offered during the fall and spring semester (details provided by your Community Director).
7. Support and encourage the incorporation of thematic elements in all residence life programs and initiatives generated from your area, including hall decorations and door tags.
8. Meet at least four times per semester with each student/apartment group; complete the required
conversation documentation.
9. Be available as a resource and guide to residents regarding what is offered at the University.
10. Collaborate with and include Resident Ministers in your programming and personal interactions with residents.
11. Complete program requirements and evaluations as outlined in the community development model to continue the community development aspects of your area into the second semester.
12. Be available as a resource and guide to residents regarding what is offered at the university.
13. Coordinate communication regarding co-curricular events via an email distribution list (and other means) to all residents your area (additional RA staff, Community Directors, faculty are copied on all communications).
14. Promote hall council and campus wide events as required by your Community Director.

As an Upperclass RA, you will have the following responsibilities (50%):
1. Be actively present and involved during Fall Orientation (more details and training will be provided during April and August Training).
2. Be engaged and purposefully seeking out ways to connect with your residents especially during the first six weeks of school and beyond (Fall Orientation, Move-in Day, social programs, Career Fairs, Internship Fairs, International Center, Study Abroad sessions, Graduate/Law School Fairs, etc.).
3. Be actively present and involved with Transfer students during Orientation.
4. Understand and be able to distinguish the needs of upperclass students and be able to integrate such needs into the community development model.
5. Help promote, attend, and potentially assist with facilitating area events for your area offered during the fall and spring semester (details provided by your Community Director).
6. Support and encourage the incorporation of thematic elements in all residence life programs and initiatives generated from your area, including hall decorations and door tags.
7. Meet at least four times per semester with each student/apartment group; complete the required conversation documentation.
8. Be available as a resource and guide to residents regarding what is offered at the University.
9. Collaborate with and include Resident Ministers in your programming and personal interactions with residents.
10. Complete program requirements and evaluations as outlined in community development model to continue the community development aspects of your area into the second semester.
11. Be available as a resource and guide to residents regarding what is offered at the university.
12. Coordinate communication regarding co-curricular events via an email distribution list (and other means) to all residents your area (additional RA staff, Community Directors, faculty are copied on all communications).
13. Promote hall council and campus wide events as required by your Community Director.
As a University Ministry RA (UMRA), you will have the following responsibilities:

1. Meet with the Resident Minister each week to help plan and prepare for the weekly community gathering/faith-sharing group.
2. Assist the Resident Minister in inviting students to participate in the community gathering/faith-sharing group.
3. Attend and co-facilitate the weekly community gathering/faith sharing group, helping create an inclusive, welcoming faith community for the participants.
4. Meet once a month with the other UM RLC RA’s (Peer Ministers) and some of the University and/or Resident Ministry team members for professional development and theological reflection.
5. Invite residents to other University Ministry events, programs and liturgies, and model this involvement and faith commitment in your own life.

**BENEFITS AND REMUNERATION for ALL RAs:**

1. Room credit equal to the room charge.
2. Meal plan; catered/provided meals and/or an allotment card through Dining Services during RA training and holiday duty dates when dining halls are closed.
3. Microfridge for staff in traditional halls and suites.
4. Opportunities to gain valuable leadership experiences and life skills.

**Resident Assistant Standards**

Resident Assistants at the University of San Diego serve as role models for students and others in the campus community. Those who accept a Resident Assistant position automatically, and from the time of their selection, accept responsibility for a higher standard of personal conduct than their peers. To that end, by accepting an appointment to serve as a Resident Assistant, an individual agrees as follows:

A. Communication and Interaction with Others:

1. To communicate and interact with others at all times in an appropriate and respectful fashion.
2. To demonstrate by example the principles of individual responsibility and respect for others.
3. To demonstrate a high level of maturity at all times.
4. To address conflicts or other issues as necessary in private and in an appropriate fashion.
5. To maintain proper levels of confidentiality.
6. To report any issue or incident involving safety or wellness concerns.
7. To offer feedback on Residential Life issues in an appropriate manner.
8. To speak positively in public about other residential life staff members.
9. To speak constructively about other University departments to other students.
10. To be sensitive to the University’s values while participating in any public forum.

B. Policies

1. To support, enforce and comply with the Student Code of Rights and Responsibilities and all other applicable University, Student Affairs, and Residential Life policies, procedures, and rules.
2. To uphold the higher expectations of a Resident Assistant at all times, both on and off campus.
3. To report potential violations of University policies, procedures, and rules.
C. Academics
   1. To uphold the University’s Academic Integrity Policy.
   2. To maintain a 2.75 semester and cumulative grade point average.

D. Relationships and Community Building
   1. To establish a quality relationship with each resident assigned to the Resident Assistant.
   2. To respect the dignity of others.
   3. To support the diversity of individuals and groups.
   4. To play an active role in promoting an inclusive community at the University and more specifically in the area assigned to the Resident Assistant.

E. Personal and Professional Behavior
   1. To avoid a sense of entitlement.
   2. To fulfill all responsibilities and expectations assigned to members of the Residential Life staff.

IMPORTANT DATES TO KNOW

AN IMPORTANT DATES DOCUMENT WILL BE PROVIDED TO STUDENTS ACCEPTING RA APPOINTMENTS BEFORE THE ACCEPTANCE FORM IS DUE

Important dates include:
Spring training dates
RA move-in date
Fall RA training
OLÉ and Fall Transfer orientations
Move-in Weekend
December hall closing
Residential Life Leader January Immersion
Winter RA Training
Special Duty dates
Spring Transfer Orientation
Spring hall closing
Commencement
Fall RA Seminar for new staff
Tuesday night staff meetings from 7 – 10PM