RESIDENT ASSISTANT POSITION DESCRIPTION

An RA is a dedicated and committed student that helps to establish and maintain a positive and inclusive living environment that supports students of diverse backgrounds, fosters student growth and development, and promotes academic and co-curricular success. As a member of the Residential Life team, an 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. An RA is tasked with building a strong sense of community by knowing each resident on a personal basis and facilitating engagement with each other through informal and formal interactions. An RA models responsible and ethical behavior and active engagement in and out of the USD community. For carrying out the responsibilities of the position, an RA will receive an RA Scholarship to cover housing and meal plan costs.

REQUIREMENTS

- Must be enrolled as a full-time student.
- At the start of position, must be at least a Second Year student.
- Must be in good academic standing and maintain a cumulative grade point average of 2.5 or above.
- Must be in good disciplinary standing.
- All other major time commitments, such as co-curricular activities and outside employment must be approved by the supervising Community Director. Additional commitments (outside the RA role and classes) should not exceed a total of 20 hours.
- Commitment to USD’s Mission and Core Values.
- Demonstrate the ability to work and communicate well with both individuals and groups.

BASIC POSITION RESPONSIBILITIES

Community Development

- Meet all expectations for programmatic efforts (Torero Tuesday, Move-In/Orientation, LLC events, floor programs, etc), which will vary by area based on the needs of the residential population being served. Expectations will be shared during fall training.
- Develop a sense of unity among residents by facilitating the development of relationships among residents.
- Create a friendly, respectful, considerate, and inclusive living environment.
- Create door decorations and maintain bulletin boards in the halls.
- Hold floor meetings to disseminate information, discuss concerns, and collect feedback.
- Communicate information to residents in a timely and appropriate manner.

Resident Relationships

- Establish positive relationships with all residents of the hall, demonstrating availability and approachability to residents.
- Meet with residents who are experiencing concerns (roommate conflicts, personal issues, etc.) and refer them to the appropriate resource(s) for assistance as necessary.
- Maintain appropriate relationships with residents in and out of the residence hall.
- Promote wellness and provide resources to students for wellness related concerns

Duty, Policy Enforcement, & Safety

- Complete duty responsibilities as assigned to promote the safety and security of the community.
- In case of an emergency situation (i.e. weather emergency, blackout, campus disturbance or special event), be available for additional duty as needed/assigned.
- Assume duty coverage for vacation periods (i.e. Thanksgiving, Intersession, Spring Break, Easter Break) as scheduled.
- Abide by and enforce the policies in the Code of Student Conduct and Community Standards.
- Report all violations of policies via the appropriate incident reporting protocol.
• Confront inappropriate behavior and violations in an objective, consistent and respectful manner providing the rationale for policies.
• Follow up with students who have violated policy.

Leadership and Team Support
• Establish positive and effective working relationships with fellow team members to foster a positive team dynamic.
• Act as a team player by compromising for the good of the team as appropriate.
• Give and receive constructive feedback regarding performance in role.
• RETURNING RAs: Role model best practices and act as peer support for new team members.
• University Ministry RAs (UMRA): Provide administrative and programmatic support and partnership with RM to facilitate weekly faith sharing opportunities for your community.

Housing Operations and Facilities
• Assist in preparation of halls for student occupancy by completing Electronic Room Condition Forms (eRCFs). Notify supervisor of withdrawals, unauthorized occupancies, and no-shows.
• Conduct health and safety inspections as scheduled.
• Communicate lock-out policy and procedures to residents.
• Assist with check-in and check-out procedures and communicate proper move-in/out expectations throughout the year as students move in/out to also include opening and closing each semester.
• Report damages or facilities concerns as needed via the online TMA system, after-hours protocols, or emergency services.

Administrative Duties
• Submit all paperwork, including but not limited to, program proposals, duty logs, RA reports, TargetX logged contacts, incident reports, and maintenance requests, timely and completely.
• Complete roommate living agreements, emergency preparedness forms, and roster verification as required.
• Attend and contribute to weekly team meetings, area programs (Tuesday nights from 7 to 10pm) and regular one-on-ones with supervisors.
• Participate in Fall and Winter Trainings, Department Wide Trainings, throughout the year, and any additional training sessions designated by Residential Life.
• Maintain open communication with supervisors.
• Respond to requests for information in a timely manner.
• Check email and office mailbox regularly and post all information and notices in a timely manner.

Ethics
• Serve as a role model and representative of USD both on and off campus.
• Maintain privacy with regard to the information provided or obtained to perform RA duties, in accordance with FERPA.
• Maintain electronic responsibility as it pertains to the use of the internet and other forms of electronic communications (which includes, but is not limited to email, Facebook, Twitter, Instagram, etc.) As a representative and team member of Residential Life, RAs are expected to communicate positive reflection of the role as a leader in the campus community.
• Demonstrate good use of personal judgment both on and off duty.
• Maintain a positive attitude toward the position, Residential Life, and the USD community.

This position description outlines the general nature and level of work assigned to individuals who function in this role. This description is not exhaustive; other duties and responsibilities may be assigned. The RA position is vital to the mission of Residential Life and USD. An RA is expected to conduct themselves in alignment to the University’s Missions and Core Values and in accordance with the Code of Conduct and Community Standards.