

RESIDENT ASSISTANT JOB DESCRIPTION

SACRED HEART UNIVERSITY

STUDENT STAFF APPLICATION PROCESS – 2010-2011



Supervision

The Resident Assistant is supervised by the residence hall director of the assigned area, any residence hall director while on call, the Assistant Director of Residential Life, the Director of Residential Life, and the Dean of Students.

Minimum Qualifications

1. Must be a full-time undergraduate student.
2. Must maintain a 2.5 semester and cumulative grade point average.
3. Must have lived in University Housing for at least one semester.
4. Must not have any active Judicial Sanctions at the time of employment.

Responsibilities

1. *Community Building*
Through one-on-one and group interactions, the Resident Assistant is responsible for monitoring their assigned area, meeting their specific needs throughout the academic year. The Resident Assistant is expected to be an available resource for the residential students, knowing the specific needs of the community, supporting the students in their connection to the University.
2. *Peer Assistance*
The Resident Assistant will maintain relationships with the members of their community to help them with a number of concerns. The Resident Assistant will reflect on training experiences to directly help the student in need, or to appropriately refer them to a appropriate campus resource.
3. *Residence Hall Programming*
Resident Assistants are required to present programs in their assigned areas to maintain a living/learning community. Residential students will be offered the opportunity to continue their learning experiences outside of the classroom. Through the completion of the "Pioneer Programming" model, the Resident Assistant will have a direct responsibility in the creation, execution, and support of a minimum of five (5) programs per semester.
4. *Administrative Duties*
The resident assistant is responsible for supporting the residence hall director of their area by submitting complete and timely reports including, but not limited to:
 - i. Check-in/Check-out Paperwork
 - ii. Weekly Reports
 - iii. Occupancy Reports
 - iv. Programming Paperwork
 - v. Incident Reports
5. *Health and Safety*
The Resident Assistant is expected to be comfortable with the University Code of Conduct, and all housing policies. Resident assistants will participate in Health and Safety Inspections on a regularly scheduled basis. In addition, all Resident Assistants will hold students accountable for the health and safety conditions of their assigned living area on a regular basis.
6. *Residence Hall Regulations*
All Resident Assistants will practice and uphold University Policy in their daily life, while living in University Housing. In addition, the Resident Assistant will communicate these standards with the residents of their area, and necessarily document any breach of these standards through the university's educationally based judicial process.
7. *Staff Training, Meetings and Communication*
Resident Assistants will participate in Residential Life Student Staff Training for the two weeks prior to the start of the fall academic semester, and the three days prior to the start of the spring semester. In addition, all Resident Assistants must attend two inservices during the fall semester. All staff members must attend a weekly staff meeting with their residence hall director, and one-on-one meeting with their supervisor every other week.

Continued Employment

All Resident Assistants must reapply during the spring semester for the following academic year. Reappointment may only occur after a satisfactory evaluation by the direct supervisor and completion of the application process during the spring semester.