

RANDOLPH-MACON COLLEGE
2008-2009 Resident Assistant Job Description and Agreement

The Resident Assistant is responsible for the specific residence hall he/she is assigned, as well as the entire campus during emergency situations. **The expectations of the position are inclusive of, but not limited to the following:**

SPECIFIC RESPONSIBILITIES:

A. Administrative

1. Paperwork
 - a. To maintain an ongoing journal of events, as defined by the RA and the Assistant Director of Residence Life and Housing, which is kept in the RAs room.
 - b. To compile reports with clear and detailed descriptions of building/maintenance concerns, hall concerns, counseling concerns, student misconduct, and other general concerns and feelings at a time interval prescribed by the Assistant Director of Residence Life and Housing,.
 - c. To complete fire, health and safety inspections, programming, room audits and any other forms deemed appropriate by the Assistant Director of Residence Life and Housing,.
 - d. To submit Incident Documentation Reports with complete and accurate details, and follow-up when necessary, by 8:00am the morning following the incident. Failure to inform professional staff of incidents on the halls may be interpreted as a violation of this agreement.
2. To maintain attractive and informative bulletin boards. Bulletin boards are required to be changed regularly.
3. To conduct monthly health/safety inspections where smoke detectors are checked in each resident's room, rooms are inspected for cleanliness and safety, etc.
4. To report all maintenance concerns within 24 hours and to follow-up as requested.
5. To assist students with room changes by discussing the proposed changes with all concerned, explaining the required procedures, ensuring that the Office of Residence Life & Housing prior to any actual move has approved any changes, and follow-up as requested.
6. To promptly attend all staff and training meetings. Staff meetings are held after 9:00pm on Wednesday nights.
7. To check voice mail, email, Instant Messenger, RA mailbox daily and respond to any needs in a timely manner.

B. Leadership Skills

1. To personally comply with policies, including but not limited to the Code of Student Conduct, Code of Academic Integrity and all Residence Hall policies. RAs are campus leaders of the highest caliber and are expected and required to maintain the integrity their position and the RA Program.
2. To encourage residents to be a part of the Residence Hall Association (RHA) and to model active participation in the RHA. Two RAs will serve as RHA representatives for the RA staff.
3. To assemble the floor residents through hall meetings to effectively convey all necessary information as requested by the Office of Residence Life & Housing to the residents.
4. To maintain self-composure when dealing with stressful situations (eg medical/fire emergencies, student conflicts, etc.), as well as effectively and consistently enforce College regulations and policies outlined in *Fishtales* and *The Randolph-Macon Guide to Residential Living*.
5. To be an academic and behavioral role model on and off campus, as well as effectively and consistently abiding by and enforcing College regulations and policies. RAs are not permitted to consume alcoholic beverages with their residents. RAs not of legal drinking age should not consume alcohol on or off campus as stated by law, the Code of Student Conduct, and Residence Hall Policy.
6. To be knowledgeable of College procedures including, but not limited to fire safety, accident and illness guidelines, the housing agreement, and the Code of Student Conduct.
7. To promote enthusiasm for campus-wide events by organizing floor/hall residents to attend, posting promotional materials, and personally attending such events when possible.
8. To be a self-motivated leader by providing counseling, discipline, and programming resources to residents.
9. To be flexible, open-minded, and accepting of constructive criticism regarding job performance and job expectations.
10. To be committed to grow in regards to leadership skills through opportunities provided by the RA position.

C. Communication Skills

1. To maintain effective communication with students, thus becoming familiar with each resident on a personal basis.

2. To maintain regular and effective communications with the partner RA, RA staff, and professional staff.
3. To communicate support and enthusiasm for fellow RAs and the Residence Life and Housing Program.
4. To communicate regularly and effectively with the professional staff regarding residents and campus life in general.

D. Helping Skills

1. To be knowledgeable of all counseling resources on campus.
2. To strive to create a sense of trustworthiness, which encourages students to perceive the RA as a caring, helpful, and available listener.
3. To be sensitive to the uniqueness of each situation and the individual(s) involved, thus promoting an understanding and respect for various opinions, values, and cultural backgrounds.
4. To recognize and acknowledge the limits of personal counseling abilities and, therefore, a) act as a listener and mediator rather than as an advisor, b) refer counseling concerns beyond his/her expertise to other campus resources, and c) keep the Assistant Director of Residence Life and Housing aware of counseling referrals.
5. To consistently treat a students' right to confidentiality with the utmost respect by following the guidelines of the Office of Residence Life & Housing.
6. To be open to suggestions from the professional staff regarding counseling activities, and to follow-up on these suggestions.

E. Programming

1. RAs must organize and participate in a specific number of programming requirements. Please see the Programming section of the *RA Manual*.

F. Time Commitment

1. To be accessible to his/her residents and the Office of Residence Life and Housing as needed. RAs should be proactive/intentional about spending time in their rooms to facilitate positive relationships.
2. To spend social time with residents in order to learn more about individual interests, goals, needs, and personalities of the residents.
3. Take part in training in its entirety. This means that RAs will have no other commitments during fall/spring training.
4. To remain in his/her residence hall until the day the halls close during all College breaks and to return to his/her hall by 9:00am on the days the halls officially reopen and remain close to the hall until 2:00pm.
5. To assist in general room selection, preview days, townhouse selection, RA selection, end of the year closedown, and other events as deemed by the Assistant Director of Residence Life and Housing.
6. To effectively manage his/her time allowing for the accomplishment of academic responsibilities, RA responsibilities, co-curricular interests, relaxation, and socialization.
7. To secure approval from the Assistant Director of Residence Life and Housing prior to accepting or continuing additional employment (including work study positions).
8. To be willing to spend time necessary to improve and strengthen his/her effectiveness as an RA.

G. Duty

1. To participate in weeknight and weekend night duty.
 - a. Week night duty: each RA will be required to assume week night duty responsibilities approximately one to three times a month.
 - b. Weekend night duty: each RA will be required to assume weekend night duty responsibilities approximately one to two times a month.
 - c. Failure to take the appropriate amount of duty will result in job related consequences.
 - d. RAs are required to abstain from consuming alcoholic beverages during and 24 hours prior to performing duty.
2. Duty begins at 8:00 pm each night until 8:00 am the next morning. At 8:00 pm, duty RA(s) are required to distribute their duty tags to each RA door in the designated area of campus. This is considered the initial duty round. On the weeknights, RAs perform one initial duty round. On weekends, RAs will perform 3 duty rounds ending after 2am. RAs on duty must remain in their residence hall room from 8:00pm to 8:00am, keep phone lines open, have their doors open and be ready to meet the needs of all area residents.
3. Duty changes/switches are only allowed when the proper procedure is followed.
4. Loss of the master key or of a duty radio will result in a \$500.00 fine and possible loss of job.

QUALIFICATIONS:

1. The RA should have a 2.5 GPA to apply and must maintain an overall GPA of 2.5; students on academic probation will be considered on an individual basis.
2. The RA must be at least a sophomore
3. It is preferred that a candidate has a minimum of one semester of residence at Randolph-Macon College by the time this contract is enacted.
4. The RA must be in good standing with regards to citizenship in the campus community.

COMPENSATION:

1. Salary compensations are based on the College's approval of the budget annually:
 - a. First year RA: In compensation for his/her services, the RA will receive \$2,000.00 for the academic year.
 - b. Second year RA: In compensation for his/her services, the RA will receive \$2,250.00 for the academic year.
 - c. Third year RA: In compensation for his/her services, the RA will receive \$2,500.00 for the academic year.
2. A single room at a double room charge and a campus parking sticker.
3. Communication fee for cable, phone, and Internet usage will be waived.

All non-monetary compensations are considered tools of the RA job and should be utilized in a professional manner at all times.

VIOLATION:

1. Violation of the Job Description and Agreement may result in disciplinary action taken by the Office of Residence Life and Housing.
2. Each situation will be handled individually and direct communication with the RA will occur.
3. Possible venues of sanction may include, but are not limited to: referral to the College Judicial System, restitution, formal apology, formal reprimand, position probation, increased supervision, and/or position termination.

I have read the Job Description and Agreement and my RA Manual, and I agree to abide by this as my contract with the Office of Residence Life and Housing for the 2008-2009 academic year. Failure to fulfill any of these expectations may result in termination of employment or other administrative action as stated above.

RA Signature

Date

RA Printed Name

Assistant Director of Residence Life and Housing Signature

Date

Amendments to this contract will be made as needed.