

**Kansas State University
Housing and Dining Services
Residence Halls
Resident Assistant Position Description**

Position Overview

The Residence Hall Resident Assistant (RA) is a member of the K-State Department of Housing and Dining Services staff. The RA lives and works in a residence hall community. As a member of the residence hall staff, the RA occupies a crucial role in enriching the experiences of residents in the community through assistance to residents, communication with staff and students, and participation in continuing to educate and address the needs of all residents in the residence halls.

Qualifications

- Maintain good standing with the department of Housing and Dining Services and Kansas State University
- Interest in working with students in an advisory capacity in a community setting
- High level of commitment to working with and learning more about diverse student populations
- Possess a high regard for customer service and ability to complete general administrative tasks
- Lived in a community living environment for at least one semester
- Be available for fall and spring training
- Maintain a minimum 2.5 cumulative and semester GPA at the time of application, throughout the interview process, and throughout the term of your employment
- Be enrolled full time, as an undergraduate (12-15 hours) or graduate student (6-9 hours), per semester unless supervisor and Area Coordinator has given approval for exceptions
- Full academic year commitment, no student teaching, study abroad, or internships during employment period
- No concurrent ARH or HGB position
- Must be able to start August 1, 2018, and work through May 18, 2019; including university holidays

Resident Assistant Objectives

Community Development

Relationship Development

- Develop personal and professional relationships with residents
- Adjust leadership style to meet the needs of individual residents
- Provide challenging and supporting relationships
- Be available and facilitate ongoing communication and interaction with residents

Programmer/Educator

- Plan and promote well-rounded social, cultural and educational opportunities for residents
- Advise, support and help with hall activities
- Encourage participation of residents in floor, hall and campus activities
- Implement programming model for all residents of needs and concerns as outlined by supervisor(s)
- Carry out university and departmental initiatives including Community Conversations and Choose Your Experience promotion
- Inform residents of university and departmental activities by posting signs and holding floor meetings on a regular basis. Fulfill bulletin board and door decoration requirement as set by your supervisor(s).
- Encourage discussion and participation in current events

- Promote an understanding and acceptance of all residents regardless of personal history, race, religious affiliation, socioeconomic status, sexual orientation, gender, age, physical or mental limitations, and other issues of diversity
- Promote an appropriate, respectful self-expression within the community
- Facilitate individual and group learning regarding interests, needs, backgrounds, and differences
- Coordinate social, educational, academic, and diversity programs based on the requirements set by the (assistant) community coordinator

Administration

Communication

- Interpret, explain and enforce university, departmental, hall and floor policies
- Attend meetings and workshops, including but not limited to weekly staff meetings, one-on-ones, fall/spring preopening training sessions, staff retreats, ongoing trainings, and others that community coordinator may require
- Complete paperwork necessary for hall operations, such as information reports, work orders, bike registrations, etc.
- Give suggestions, feedback, and support to your supervisor, other staff members, hall governing board members, and floor government members

Occupancy Management

- Check students in and out of the hall/complex. You will also be required to personally inspect rooms
- Perform room checks as necessary

Information Management

- Complete academic interventions and all associated paperwork
- Assist in special assignments in areas such as promoting diversity, academics, enrollment management, and leadership

Student Services

Helping Role

- Recognize when students need or want assistance and take the appropriate action
- Convey a feeling of tolerance, respect, care and concern for others
- Maintain confidentiality but when discussing confidential matters, inform resident you may need to consult or inform professionals

Crisis and Counseling

- Serve in an on-duty and emergency response rotation including evenings, weekends, and holidays, as needed on a rotating basis
- Serve as an information source and referral agent
- Listen to and assist students regarding roommate and life challenges
- Respond to and manage emergency and crisis events appropriately
- Exercise appropriate and timely follow-up with residents

Role Model

- Demonstrate time management and the ability to effectively prioritize academics, job responsibilities, and social needs and interests
- Communicate clearly and tactfully, thus building and maintaining rapport with students
- Maintain objectivity and fairness in dealing with challenging people and situations
- Develop and maintain open communications with senior staff, and other staff members

- Abide by all university and departmental policies
- Abide by all federal, state and local laws

Other Requirements

- Give priority to this position over all other areas of activities with the exception of academic work
- Attend and complete in satisfactory standing the non-academic credit *Workshop in On-campus Leadership course*
- Outside employment and activities can be no more than 12 hours per week. All outside employment must be approved by your community coordinator. Exceptions are granted by the area coordinator
- Be prepared to arrive 10 to 14 days prior to the opening of the school year (August and January) and stay until the day after the residence halls close (May). There will be some administrative responsibilities at the time of closing for each university break
- Residence Hall RAs are not allowed to have a roommate

K-State Notice of Nondiscrimination

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711.

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