Residence Hall RA Job Description

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

- 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
- Adequately balance job responsibilities and academic responsibilities
- Lived in a community living environment for at least one semester
- Be available for fall and spring training
- Maintain a minimum 2.5 cumulative GPA and remain in good academic standing
- Be enrolled full-time, as an undergraduate (12-15 hours) or graduate student (6-9 hours), per semester unless supervisor 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

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 the first six weeks programming model for all residents of needs and concerns as outlined by supervisor(s)
- Carry out university and department initiatives including MAP-Works and Academic Conversations
- Inform residents of university and departmental activities by posting signs and holding floor meetings on a regular basis. Maintain bulletin boards
- 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 Residence Life Coordinator (RLC) OR Assistant Residence Life Coordinator (ARLC)
Administration

Communication
- Interpret, explain, and enforce university, departmental, hall and floor policies
- Attend meetings and workshops, including weekly staff meetings, one-on-ones, fall/spring pre-opening training sessions, staff retreats, ongoing trainings, and others that RLC may require
- Complete paperwork necessary for hall operations, such as information reports, work orders, bike registrations, etc.
- Give suggestions, feedback, and support to your RLC, ARLC, 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
- Collect and file room condition cards, forwarding address cards, etc.

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

Student Services

Helping Role
- Learn to recognize when students need or want assistance and take the appropriate action
- Convey a feeling of tolerance, respect, care and concern for others
- Be intentional in regards to a resident’s academic, social, or personal problems
- Know when and how to refer students to special resources
- Maintain confidentiality with residents as much as possible, but when discussing confidential matters, inform resident that you may need to consult or inform professionals

Crisis and Counseling
- Be on duty approximately one evening per week and on assigned weekends throughout the semester. You may also be required to perform back-up duty and rounds
- 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, building and maintaining rapport with students
- Maintain objectivity and fairness in dealing with challenging people and situations
- Develop and maintain open communications with the RLC, ARLC, 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 pass (with a “B”) EDCEP 311: “Guidance for the Paraprofessional.”
- Outside employment and activities can be no more than 12 hours per week. All outside employment must be approved by your Coordinator. Exceptions are granted by the Assistant Director of Housing and Dining Services for Residence Life.
- Time away from campus is limited to approximately one weekend per month.
- 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.
- In most cases, RAs will have a roommate and have the option to select a roommate of their choosing. Those who do not select a roommate, will be assigned a temporary roommate.

Remuneration and Benefits

- Housing and Dining Services fees waived for residence hall room and 20 meals per week meal plan (estimated value of free room and board: $8,200).
- Academic year stipend of $1,500 divided amongst biweekly pay periods.
- Laundry card (estimated value: $180).
- Upon purchase of a student parking permit, you will receive staff parking privileges.

K-State notice of nondiscrimination

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