Position Announcement for

Kansas State University Housing and Dining Services
Residence Halls Resident Assistant

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 those in the community by fostering communication between staff and students, and working to educate and address the needs of those living in the residence halls.

Qualifications

• Desire to work with students in an advisory capacity in a community setting
• High level of commitment to working with and learning more about diverse student populations
• Ability to adequately balance job responsibilities and academic responsibilities
• Experience living in a community environment for at least one semester
• Availability for fall and spring training
• Ability to maintain a minimum 2.5 cumulative GPA and remain in good academic standing with academic college
• Full-time enrollment status, as an undergraduate (12-15 hours) or graduate student (6-9 hours), per semester unless supervisor has given approval for exceptions
• Commitment for the full academic year (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 your 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 resident participation 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)
• Inform residents of university and departmental activities by posting signs and holding floor meetings on a regular basis. Maintain bulletin boards.
• Encourage discussion of 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/mental limitations and other diversity issues.
• Promote an appropriate, respectful self-expression within the community.
• Continue 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).

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 the RLC may require.
• Complete paperwork necessary for hall operations, such as information reports, work orders, bike registrations, etc.
• Provide suggestions, feedback and support to your RLC, Assistant Residence Life Coordinator (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 an attitude of tolerance, respect, care and concern for others.
• Be intentional with regard 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 residents 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 backup 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 activities with the exception of academic work.
- Attend and pass (with a "B") EDCEP 311: “Guidance for the Paraprofessional.”
- Outside employment and activities must be limited to 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 12 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.

Remuneration and Benefits
- Housing and Dining Services fees waived for residence hall room
- $35-per-week stipend for having a roommate (required to house temporary students until regular spaces open up in the halls)
- 20 meals-per-week meal plan
- Stipend of approximately $40 biweekly
- Staff parking privileges (with purchase of a student parking permit)

K-State notice of nondiscrimination
Kansas State University is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons, in admissions, educational programs or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to the Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124, (Phone) 785-532-6220, (TTY) 785-532-4807.
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