**Job Description**

**Resident Assistant (RA)**

- Facilitate development of community by creating opportunities for residents to interact.
- Serve as an appropriate role model by following policies and procedures; accepting and completing assigned responsibilities, and encouraging participation in campus activities.
- Foster a positive and cooperative environment.
- Initiate disciplinary action when necessary.
- Work with residents to mediate issues and concerns.
- Participate in a rotating on-call duty schedule for the residential living system.
- Attend all staff meetings, one-on-one meetings, training sessions, and in-service programs as scheduled by Residence Life and Housing.
- Assist in the opening and closing of the residence halls/houses at the beginning and conclusion of the academic year and vacations. This may require duties during holidays and college breaks.
- Work at the main information desk weekly.
- The RA is expected to discuss with their RHD any additional employment, and upon evaluation will need to gain approval from his/her Residence Hall Director before entering into such dual employment.

**Desk Assistant (DA)**

- Responsible for working a minimum of 15 hours per week.
- Must check identification of all residents and guests as they enter the buildings.
- Be alert, attentive, and pay particular attention to safety monitors while at the desk.
- Distribute, collect and assist in completing notices, reports, forms and mail to students, as requested by supervisor(s).
- Attends training sessions, desk staff meetings, and building staff meetings as assigned by the Department of Residence Life and Housing.
- Responsible for assisting with staffing the desk during respective closings and openings, as well as breaks.
- Interacts with Residence Life and Housing staff, College personnel, and residents in an open, constructive manner.
- Assist in the disciplinary process by knowing, communicating, and enforcing the policies and procedures of the Department of Residence Life and Housing.
- Carries out information desk responsibilities and certain other administrative and clerical tasks as assigned by the RHD and/or ARHD in accordance with the DA Manual.