



## **Resident Assistant Position Description**

Department of Residence Life

College of Charleston

A Resident Assistant (RA) is a part-time student staff position within the Department of Residence Life. This position is considered to be an integral part of the College's effort to meet academic, social and emotional needs of all students living in residence halls and housing areas. The Resident Assistant is also responsible for promoting a positive residential living atmosphere through on-going community development, social and educational programming, resident contacts and support of Residence Life, as well as College policies. The RA is expected to treat other students, supervisors, guests and fellow employees with courtesy and respect. The RA will report directly to the Residence Hall Director and is responsible to the Department of Residence Life. The following is a representative – certainly not all-inclusive – list of areas and specific responsibilities of the RA.

### **Community development**

- a. Becomes acquainted with and builds a rapport with their residential populations.
- b. Facilitates community development by creating opportunities for residents to interact using the departmental community development model.
- c. Fosters an inclusive community through providing opportunities for students to be educated about others in the community. Utilize community partners in this process.
- d. Facilitates roommate/suitemate agreements and completes resident dossiers for each resident within your community and uses these documents to mediate roommate issues and concerns.
- e. Support hall council and RHA by recruiting student leaders and attending hall council events and RHA programs.

### **Academic Pursuits**

- a. Maintains the required 2.5 cumulative and semester GPA.
- b. Remains good academic standing with the College.
- c. Pursues a full-time class load at the College (12 credit hours).

### **Time Commitment**

- a. Adheres to weekly time commitments (staff meetings, desk hours, one-on-ones, etc.).
- b. Attends training sessions as assigned by the Department of Residence Life.
- c. Attends development sessions as assigned by the Department of Residence Life.
- d. Responsible for assisting with staffing the desk during respective closings and openings, as well as breaks.
- e. Participates in a rotating on call system, responds to emergencies, and complies to expectations related to emergency response.
- f. Maintains consistent, sometimes daily, contact with fellow DAs, RAs, and RHDs, and the Department of Residence Life.
- g. Regular interaction with residential students through meetings, community building activities, dossier and roommate contract completion.
- h. Any outside employment or other involvement that may impact your time commitment to the RA position must be cleared by your supervisor in advance.



- i. As a student staff member your length of service starts with Fall Training approximately 7-14 days before the Fall Semester begins and ends one day after the Residence Halls close after the Spring Semester.

#### **Professional /Administrative**

- a. Represents the College in a positive manner at all times through customer service, ethical decision making as well as enforcing and adhering to all College policies and procedures, on and off campus.
- b. Serves as an appropriate role model by following policies and procedures; accepting and completing assigned responsibilities, and encouraging participation in campus activities.
- c. Applicants may be excluded from the hiring process due to prior incidents resulting in violation of the Student Code of Conduct or Residence Hall policies.
- d. Knows, communicates, and enforce the policies and procedures of the Department of Residence Life and the College.
- e. Interacts with Residence Life and Housing staff, College personnel, and residents in an open, constructive manner.
- f. Upholds the mission and philosophical spirit of the Department of Residence Life and Housing.
- g. Maintains open lines of communication with direct supervisor and staff through incident reports, and other appropriate paperwork.
- h. Carries out information responsibilities and certain other administrative and clerical tasks as assigned by the RHD and/or Leadership Team member.
- i. Responsible for all material and information contained in the appropriate student staff handbook or manual, Guide to Residence Living, Position Descriptions, Confidentiality Statement, and this Work Agreement. Understand that these documents are subject to change at which point you will be notified.
- j. All other duties as assigned by the Department.

#### **Compensation**

- a. Compensation for this position includes an on-campus room package for the academic year at a discounted cost. RAs may be assigned a roommate on a temporary basis at the beginning of each semester for occupancy purposes if it is deemed necessary. RAs are also required to keep one side of their room ready for emergency temporary space as needed.
- b. RAs are selected to work for the Department of Residence Life, not for a specific building/house. Placement into a specific location is based upon a variety of factors. The Department of Residence Life reserves the right to change a position assignment at any time, if deemed necessary for the best interest of the Department. Should a candidate decline a position assignment offer the candidate may be removed from the candidate pool.
- c. Applicants should be aware financial aid may be affected by the compensation of the RA position.
- d. Applicants must also apply for on-campus housing and pay the Housing Deposit