

Resident Assistant Job Description

2011-2012

The Resident Assistant is a paraprofessional in the Office of Housing and Residence Life, and a student leadership position at MBC, which provides a hands-on program combining the aspects of both intensive training and practical experience in the areas of community development, programming, administrative responsibilities, and confrontation. The RA has great importance in creating a positive atmosphere and high level of morale both in the living area and on campus. The RA is also in the unique position of often being the first, and sometimes the only, person to know the specific needs and challenges that student face. Students who are selected and accept this important position are expected to commit to each of the following areas.

COMMUNITY DEVELOPMENT

The RA is expected to:

- Develop and maintain relationships with the residents on her floor(s).
- Promote and encourage an appreciation of diversity among residents and encourage interaction among residents on their floors and within the campus community.
- Encourage the community to address and resolve problems on their own. In situations where intervention is necessary, serve as mediator.

PROGRAMMING

The RA is expected to:

- Assess the social and education needs and interest of their residents and present quality programs that meet those needs.
- Effectively plan, advertise, and implement her programs in a timely manner.

ADMINISTRATIVE TASKS

The RA is expected to:

- Submit all paperwork in a timely manner. This includes, but is not limited to opening and closing forms, programming forms, incident reports, work order requests, and other paperwork as assigned.
- Perform all other duties as assigned by the supervisor of the Office of Housing and Residence Life including attending required meetings and trainings and fulfilling on-call responsibilities.
- Completely walk through her floor(s) on a daily basis and report any concerns in the areas of housekeeping, maintenance, and vending areas. This walk-through should include maintaining bulletin boards and removing outdated materials.

ROLE MODEL

The RA is expected to:

- Be accessible and approachable; project a demeanor that is kind, caring, and friendly.
- Support and promote all policies, procedures, and programs initiated by the Office of Housing and Residence Life while actively supporting and appreciating diversity.
- Remember that her behavior on or off campus will influence how the residents perceive her.
- Treat resident related incidents and information confidentially.
- Promote full cooperation with all departments within the College and make all appropriate referrals.

POLICY IMPLEMENTATION

- The RA is expected to:
Fully understand, explain, and enforce the Office of Housing and Residence Life and the College's Code of Student Conduct at all times.
- Address all inappropriate behavior and code violations. Submit contact and/or incident reports in a timely manner as instructed.

RESIDENT ASSISTANT PARTICIPATION

The RA is expected to be present at and participate in the following activities:

May Term

New Staff: Enroll, attend, and pass May Term RA class
Returning Staff: Maintain presence in residence hall

Fall

August

Early Arrival
Pre-Service training, Opening of Residence Halls, Orientation Activities, Week of Welcome Activities

September - December

In-Service
Serve on Departmental Committee

November

Thanksgiving Break - Closing and Opening

December

End of the Semester Closing - Stay Late

Spring

January

Pre-Service training, Opening of Residence Halls

February - April

In-Service
Serve on Departmental Committee

March

Assist with RA Selection, Spring Break - Closing and Opening
Assist with Housing Selection

April - May

May Term

May

End of the Semester/Year Closing