THE COLLEGE OF
WOOSTER

Resident Assistant

Resident Assistant Position Description
Resident Assistants (RAs) are an integral part of the Residence Life Team. They are paraprofessional staff that has direct and constant student contact. Their primary responsibility is to act as facilitators for the residence hall community and to enhance the social, educational, intellectual, and cultural development of each individual through programming and community development. The RA articulates to students the mission and policies of Residence Life and the College, and represents the office as a role model in all facets of College life. The RA also has additional responsibilities for assisting in planning and implementing various administrative and programming activities of the Dean of Students' Staff.

A Resident Assistant is a student employee of the Student Affairs Division. In meeting his or her responsibilities and expectations, the Resident Assistant is most directly responsible to the Area Director, or his/her designee, for the area in which they serve.

Terms and Conditions of Employment:
- The Office of Residence Life is the primary employer/extra-curricular activity. Other employment, assistantships, and campus involvement should be considered secondary to the RA position/duties. The Resident Assistant job is considered a 10 hour per week position, and therefore RAs are eligible to work 10 hours per week in another position on campus. Positions off campus must be approved by your Area Director beforehand.
- RAs are required to meet full time student status. However, we ask staff members to consider in advance the maximum load that they are able to handle in conjunction with position duties.
- RAs are expected to maintain a minimum cumulative and semester GPA of 2.50. Failure to do so may result in removal from the Resident Assistant position.
- Be accessible during evening hours as well as most weekends. Resident Assistants will need to communicate weekends away ahead of time with their Area Director.

General Responsibilities Include:
- Being available and receptive to provide peer advising, referrals, and general information for her/his residents.
- Supporting an environment that will promote the academic success, health, safety, development, and physical well-being of the students in the College community.
- In accordance with the College of Wooster Non-Discrimination Policy, encouraging sensitivity and respect for all people regardless of age, sex, color, race, creed, religion, national origin, disability, sexual orientation, or political affiliation.
- Other duties as assigned.

Community Facilitation Responsibilities Include:
- RA's will schedule and execute monthly community meeting that address the department's Core Values of Community.
- RA's coordinate educational, social, recreational, and cultural community builders.
- RA's enhance their lounges and hallways with creative and up-to-date bulletin boards, signs, and fliers. Twice each semester, RA's will also be responsible for nametags for each resident's door.

- RA's communicate issues of concern and/or interest with appropriate Residence Life staff to promote proactive interactions and positive relationships within the residential community.
- RA's are required to set aside, and communicate to their community, 5 hours per week of open door time in their residence hall room.

Staff Responsibilities Include:

- Participating in weekly staff team and supervisory meetings.
- Upholding the Code of Social Responsibility, College policies, and the rights for all members of the community through example, education, counseling, conflict resolution, disciplinary action, and Judicial Board proceedings.
- Participating in all training sessions, including regular in-services and sessions prior to each semester.
- Maintaining a positive attitude about the RA role and Office of Residence Life operations. Establish a positive working relationship with Custodial Staff, Security and Protective Services, and other campus offices.
- Set-up and check campus voicemail daily as well as Wooster e-mail address.
- Complete administrative tasks and documentation by deadlines established by supervisors.
- Assist with the recruitment and selection of new staff members throughout the academic year.

Building Operation Responsibilities Include:

- Assisting in the opening and closing of the residence halls and program houses at the beginning and end of each term and break. RA's will manage systems designed to provide smooth checkout processes for students, while maintaining clean and clear hallways, stairwells, lounges, and outer grounds.
- Assisting in the building preparation for student arrival. This includes moving and setting furniture in lounges and student rooms.
- Assisting with house health and safety checks.
- Assuming staff coverage of the building and rounds rotation. RA's are on-call from 8:00 pm – 8:00 am daily, when the College is open.
- Completing room inspections and helping to maintain accurate records of the condition of student rooms at the beginning and end of the year, as well as each time room changes are made.
- Reporting housekeeping and maintenance problems to your supervisor in a timely manner.

Compensation for the Resident Assistant Position Includes:

- A single room in a residence hall. The Office of Residence Life does reserve the right to assign a Resident Assistant a temporary roommate in the event of a housing shortage.
- Room and 2/3 Board for first time Resident Assistants and Full Room and Board for returning Resident Assistants.
- Priority registration for a parking permit during the spring semester.