

RESIDENT ASSISTANT
Position Description: Northwood Apartments
2009-2010

POSITION SUMMARY

The Resident Assistant (RA) is an integral part of the University of Connecticut and Residential Life. The primary purpose of the Resident Assistant is to support the educational and personal goals of students within the community. A Resident Assistant is a student leader who must be conscientious, honest, courteous, and professional at all times. The RA must show respect for persons of all backgrounds, including but not limited to ethnicity, sexual orientation, interests, and abilities. A Resident Assistant must present themselves as a positive role model and must be knowledgeable about, enforce, and personally abide by all university policies and procedures, as well as federal and state laws.

The Resident Assistant plays a key role in the development of community in on-campus housing. The RA plays an active role in the educational, social, and cultural development of the student outside of the classroom, leads the effort to promote a positive living environment in on-campus housing, addresses issues of student conduct, and provides programmatic opportunities. The Northwood Apartments RA is responsible for a community of approximately 96 family apartments. Specific scope of responsibilities varies depending on conditions and assignment. The RA is supervised by the Assistant Residence Hall Director.

POSITION QUALIFICATIONS

1. Candidates must be able to demonstrate:
 - An understanding of the needs of and interest in working with graduate residents and their families, which includes a desire to help foster various communities within the area.
 - An understanding of, sensitivity to, and willingness to live and work with a diverse student population.
 - A desire to serve as a resource to and provide assistance to students.
 - Experience working with groups and families.
 - An ability to communicate clearly and effectively.
 - A desire to work as part of a highly functioning team.
2. Northwood Apartments Resident Assistant (RA) must be enrolled in a full-time, degree granting program on the Storrs Campus. Graduate students must be in good standing with the graduate school; typically a 3.0 Grade Point Average. The number of incompletes on a student's transcript may affect one's eligibility.
3. The role of the RA is deeply entrenched in ethical decision-making and we expect our RAs to hold their residents accountable for ethical behavior and to uphold healthy community standards. Upholding the university's *Responsibilities of Community Life: The Student Code* and *The Northwood Apartments Handbook* are vital components of the RA position, and represent a bare minimum expectation for assuming a leadership role in the community. Students who are on University Probation at the time of application review are not eligible to interview. Students who were found responsible for any incidents in the current academic year may not be eligible to interview. Students with a judicial history will be subject to review.
4. To be eligible for consideration, candidates must be available for the entire employment period.
5. The RA candidate must meet the following Special Restrictions Regarding Work Eligibility:
International Students - Per U.S. Citizenship and Immigration Services regulation, failure to comply with the following policy is a violation of the student's F-1 visa status that could ultimately result in removal from the United States.
 - During the fall and spring semesters, international students may not work more than twenty (20) hours per pay week, Friday through Thursday, in all jobs combined (including graduate assistantships).
 - During intersession, spring break and summer, if the international student is eligible and intends to register for courses for the next semester, the student (maintaining F-1 visa status) may work full time, up to, but not more than, forty (40) hours per pay week, in all jobs combined.

POSITION RESPONSIBILITIES

A. Resident Development:

1. Assess, represent and advocate for resident needs.
2. Ensure that residents are aware of the policies and procedures of the university's *Responsibilities of Community Life: The Student Code* and *The Northwood Apartments Handbook*. Confront and document inappropriate behavior to hold community members responsible for their actions.
3. Assist with crisis intervention as necessary.
4. Interpret and explain Residential Life and university policies and procedures to residents.
5. Educate students in an effort to instill self-assistance in order to take responsibility for their community. These efforts include, but are not limited to: teaching students to submit work orders on-line, uphold community standards through assertive communication, and appropriately voicing their concerns or issues about their community.
6. Provide the resources for and assist residents to resolve conflict. Work with the supervisor(s) to make appropriate referrals.
7. Perform other duties as assigned.

B. Community Development:

1. Develop an atmosphere within the Northwood Apartments Community which fosters the development of a community based on consideration, respect, and appreciation of all individuals.
2. Assess student needs and provide activities and programs that encourage and support the academic, wellness, life skills, and cultural exploration learning, as well as promote the development of a positive community.
3. Work with residents to maintain cleaning, health, and safety standards within the community.
4. Be available and approachable to apartment residents.
5. Perform other duties as assigned.

C. Administrative and Managerial:

1. Participate in the student staff selection processes that may include helping to identify and recruit candidates, interview, and provide feedback on candidates.
2. Participate in interviewing candidates for other positions as requested and time allows.
3. Assist supervisor(s) with administrative duties including incident reports, maintenance requests, check-in and check-out procedures, health and safety inspections, etc.
4. Assist supervisor(s) with parking enforcement as needed.
5. Remain in Northwood Apartments through the official contract period which includes: the official opening and closing, all training periods, and for coverage for all recess and vacation periods. Specific duties will be delineated by the supervisor(s).
6. Participate in rotating weekend/weekday duty. All staff must remain on campus during designated required weekends.
7. Attend all staff meetings as specified by supervisor(s).
8. Assist with the development and distribution of the Northwood Apartments newsletter and other information for residents as needed.
9. Complete specified reports and paperwork in a timely manner.
10. Work cooperatively with Northwood Apartments housekeeping and maintenance staffs to facilitate and maintain community standards in conjunction with residents.
11. Attend and participate in pre-semester and in-service training sessions.
12. Perform other duties as assigned.

TERMS AND CONDITIONS OF EMPLOYMENT

- A. It is expected that the RA will make necessary arrangements to leave Wednesdays from 7:00-9:00 p.m. available for weekly staff meetings.
- B. The Resident Assistant must be available for the stipulated contract period as outlined in the appointment letter. These dates include the Thanksgiving, Winter, and Spring Breaks, Summer Periods, August and January pre-service training periods, opening and closing periods, 'required weekends', and applicable on-duty periods. This means that there will be rotating RA coverage during all break and recess periods as stipulated by the supervisor(s).
- C. The Resident Assistant's appointment will either be for 9 or 12 months as stipulated in the appointment letter. The contract period is typically one full academic year. Additional contract periods are based on job performance and will be reevaluated near the conclusion of each period. RAs will be notified of their status.
- D. The department reserves the right to change the location of the RA's assignment if needed. Based on the need for student housing, RAs may be temporarily assigned a roommate. Depending on assignment, Resident Assistants will have an apartment mate and may be able to choose their apartment mate. Due to the special

nature of this relationship, it is expected that RAs engage in discussions with their apartment mate about, but not limited to, the nature of their positions and other issues as outlined in *The Roommate Contract*. Residential Life encourages potential RAs to engage in this discussion at the time the RA selects their apartment mate. It is also expected that the RA will set up a meeting with the supervisor and the RA's apartment mate within the first semester of employment.

- E. During their first semester of employment, RAs cannot hold any academic commitment five (5) days/week (practicum, internships, co-op, student teaching, etc.).
- F. Students already employed within Residential Life must bear in mind a principle of no dual employment for two main reasons: giving students an opportunity to diversify their work experiences and distributing meager resources to eligible student workers equitably. This means that the RA will not usually be eligible for other employment within the department while employed as a RA.
- G. All requests for part-time work and co-curricular activities outside the position must be approved by the supervisor. Hours will be limited.
- H. A newly-hired RA is required to enroll in EPSY 3235, a 3-credit course during the first semester of employment. EPSY 3235 will enhance the RA's understanding of their role and provide a basis for understanding student development. It is strongly recommended that the newly-hired RA carefully review the RA's academic progress to ensure that the addition of this will work in concert with her/his required course of study. Graduate student RAs do not enroll in the course, but attend lecture and a discussion group, and complete a community development plan and journal entries.
- I. Graduate student RAs must be in good standing with the graduate school. Typically, this means a 3.0 Grade Point Average. In addition, the number of incompletes may also affect a graduate student RA's academic standing. Grades will be checked at the conclusion of each semester. Inter-session and Summer Session(s) coursework will not be figured into the previous semester's grades for the purposes of maintaining the required grade point average.
- J. The RA must be a full-time student enrolled at the Storrs Campus during the time of employment. It is recommended that an undergraduate RA carry no more than a normal course load as defined by the academic program (typically 15-17 credits). A graduate RA may carry no more than 12 credits per semester. Both undergraduate and graduate student RAs should carefully review their academic progress and required course load to ensure successful completion of the RA's program.
- K. The RA's performance will be periodically evaluated in keeping with the duties and responsibilities of the job description, the university's *Responsibilities of Community Life: The Student Code, The On Campus Housing Contract* and the RA's behavior in accordance with ethical guidelines and departmental expectations. Involvement in situations which demonstrate a lack of understanding of *The Student Code* may affect the staff member's ability to remain in the position. This holds true for any position for which the RA works while employed at the university, including summer and other recess periods.
- L. Residential Life provides the staff member with local telephone service so that the staff member is readily accessible to students and other members of the university community. The staff member's university provided telephone number will be published in the Residence Hall Staff Directory and will be available through the university switchboard. The staff member cannot request to have their phone number "blocked".

At the University of Connecticut, our commitment to excellence is complemented by our commitment to building a culturally diverse community. We actively encourage women, people with disabilities, and members of minority groups to apply.

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