Mission Statement: UConn Residential Life enhances students’ personal, interpersonal, and intellectual growth by creating safe and inclusive environments, producing innovative programs and services, and fostering meaningful relationships.

Senior Resident Assistant Position Description 2017-2018

Position Summary
The Senior Resident Assistant [SRA] is a peer educator who facilitates the personal, interpersonal, and intellectual growth of students. The SRA plays a key role in developing an inclusive living community that fosters diverse learning. The SRA performs all responsibilities of the RA position in their specific assignment.

In addition, the SRA assists the Hall/Community Director and/or Assistant Residence Hall Director in the overall administration of their staff team area. The SRA core responsibilities are intended to provide experiences in the areas of student/staff development, leadership, facilitation, and team development.

A Senior Resident Assistant is always conscientious, honest, courteous, and professional. The SRA respects persons of all backgrounds, including but not limited to abilities, age, ethnicity, gender, national origin, race, sex, sexual orientation, socio-economic status, and spirituality. A Senior Resident Assistant is an outstanding role model for other students and is knowledgeable of, enforces, and personally abides by all university policies and procedures, as well as federal and state laws. The Senior Resident Assistant position requires approximately 20 hours per week. The Senior Resident Assistant meaningfully contributes to the mission and goals of the University of Connecticut and Department of Residential Life. The Senior Resident Assistant is responsible for an area of approximately 30-75 resident students on average. The specific scope of responsibilities varies depending on the assignment. The SRA is a member of a staff team and is directly supervised by a Residence Hall/Community Director.

Position Qualifications
A. Qualified applicants for the Senior Resident Assistant position will show evidence of:
   1. A high level of proficiency in the educational and administrative responsibilities of the RA position, and a desire to serve as a formal leader and role model to other students in the RA position.
   2. An understanding of the needs of and interest in working with resident students.
   3. An understanding of, sensitivity to, and desire to live and work with a diverse student population.
   4. A desire to serve as a resource and provide assistance to students and to peer staff members.
   5. Reliability and professionalism within the Senior Resident Assistant position.
   6. Excellent interpersonal and communication skills and experience communicating and building relationships one-on-one and with groups.
   7. A desire and ability to contribute to the development of a highly functioning team.
   8. Personal, interpersonal, and intellectual growth that has prepared the candidate for the competencies and responsibilities of this position.

B. Qualified applicants will meet these criteria:
   1. Completed a minimum of two full, consecutive semesters in the RA position [including the semester of application].
   2. Received an overall rating of “Exceeded Standards” or higher on the RA performance evaluation for the two semesters prior to beginning employment as a Senior RA.
   3. Live on-campus during the semester of application, be eligible for on-campus housing, and submit the appropriate On-Campus Housing application. Students returning from a University-Sponsored Off-Campus program are eligible to apply for the semester immediately following their return provided that they have lived on campus fewer than 8 semesters and were guaranteed housing for the semester they participated in the off-campus program.
   4. Earn at least sophomore status at the time of employment and will be a full-time, degree-seeking student enrolled at the Storrs Campus during the time of employment.
   5. Maintain a 3.0 cumulative Grade Point Average (GPA) at the time of application, and throughout the process.
6. Uphold the university’s *Responsibilities of Community Life: The Student Code* and the *On-Campus Housing Contract*. All students with a student conduct history will be subject to review. 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 or during the application and interviewing process will not be eligible to interview or continue on in the process.

### Employment Competencies
Senior Resident Assistants must consistently demonstrate the ability to act as a role model and peer educator capable of sound judgment and good decision-making at all times. Serving as a role model applies on and off campus, during and outside of scheduled duty shifts. The RA is always expected to:

- Support and uphold university and Residential Life policies by example.
- Maintain privacy when handling resident and community issues.
- Communicate and engage with others respectfully across difference.
- Respond to student crises.
- Care for others in a responsible manner.
- Care for oneself in a responsible manner.
- Live as a responsible community member.

### Position Responsibilities

#### A. Promote Residential Student Learning and Growth
Resident Assistants are responsible for promoting residential students’ personal success, interpersonal competence, and intellectual fulfillment by facilitating the strategies included in Residential Life’s intentional, year-long educational plan.

Resident Assistants do this by:

1. Developing individual relationships with all residents in their area of assigned responsibility through regular interactions and intentional conversations.
2. Providing support, resources, and information to residents to assist them in navigating challenges and seeking opportunities.
3. Facilitating community conversations in their area of assigned responsibility for the purposes of sharing information, establishing community expectations, addressing concerns, and creating community interactions.
4. Fostering an engaged community in their area of assigned responsibility by being present in the community and building social connections among community members.
5. Recognizing the work of their residents, peers, supervisory staff, and campus partners.
6. Supporting the planning and delivery of programs and events as part of the larger residential area team.
7. Delivering passive educational and resource materials to residents in their area of assigned responsibility (for example: bulletin boards, newsletters, flyers, door postings, etc).

#### B. Develop an Inclusive Living Community
Resident Assistants are responsible for developing inclusive living communities that foster diverse learning within their assigned area of responsibility. An inclusive living community is one in which all members feel welcomed, valued, and respected, and where members are able to engage and learn from each other across their different identities and experiences.

Resident Assistants do this by:

1. Developing a residential community that is supportive and respectful of individual differences and rights of others.
2. Assisting community members in managing conflict between individuals and within groups to reach mutually negotiated resolutions.
3. Upholding and promoting the standards and expectations for behavior as part of the residential community, by:
   a. Educating community members about the policies and procedures of the University’s *Responsibilities of Community: The Student Code* and the On Campus Housing Contract;
   b. Engaging community members in creating shared standards and expectations;
c. Holding community members responsible for their actions by confronting and documenting behavior that violates these standards and expectations.

4. Promoting and maintaining health and safety standards within the community by:
   A. Educating community members about standards for health and safety;
   B. Conducting routine fire, health, and safety inspections under the direction of supervisors;
   C. Participating in rotating duty shifts during nights and weekend days, during which time the Resident Assistant will be responsible for responding to incidents and concerns within the community, conducting rounds of the community, being available during designated office hours and at all times during the duty shift via phone.
   D. Monitoring the area for safety concerns.
   E. Addressing issues related to safety, well-being, facilities, and emergencies by following Residential Life and university protocols.

C. Perform Administrative Tasks
   1. Complete administrative responsibilities in a timely manner under the direction of supervisors.
   2. Communicate appropriately with students, staff, faculty and guests, including reading and responding to UConn email messages.
   3. Attend and participate in pre-semester and in-service training sessions.
   4. Attend meetings with supervisor(s) on a regular basis.
   5. Attend weekly area staff meetings (Wednesday, 7-9pm).
   6. Participate in administrative processes including:
      a. Tracking and documentation of strategies for student learning and growth
      b. Submission of incident reports
      c. Submission of maintenance requests as needed
      d. Check-In and Check-Out procedures
      e. Documentation of Fire, Health, and Safety Inspections
   7. Be available during designated required weekends, official residence hall openings, and for 24 hours after official residence hall closings.
   8. Participate in interviewing candidates for departmental positions.
   9. Participate in interviewing candidates for other positions as requested.

Senior Resident Assistant Responsibilities
In addition to maintaining Resident Assistant responsibilities as outlined above, SRAs will support the functioning and development of the staff team through:

A. Communication
   1. Maintain on-going and open communication with direct supervisor and all other members of the Residential Life staff.
   2. Interact regularly with faculty, staff, and students.

B. Staff Team Development
   1. Assist in developing team dynamics in collaboration with the Hall/Community Director.
   2. Facilitate a staff development activity at each weekly staff meeting. Occasionally assist in facilitating other staff meeting activities.
   3. Take an active leadership role in the RA selection process, as determined by supervisor.
   4. Contribute to staff training, as determined by supervisor.
   5. Serve as a liaison between the RA staff and the supervisor[s].

SRAs will also be responsible for one of the below areas of responsibility each semester:

C. Hall Association Liaison
   1. In collaboration with Hall/Community Director Advisor, serve as a liaison to Hall Association.
   2. Attend Hall Association Executive Board and General meetings.
   3. Assist in the development and implementation of hall association programs and events.

D. Duty Management
   1. Coordinate the development of the staff duty schedule.
2. Keep track of trends via the Duty log. Provide updates at staff meetings and address any issues or concerns related to duty.

E. Perform Other Duties as Assigned

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<tr>
<th>Learning Communities, Honors Communities, and Special Interest Communities</th>
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<tr>
<td>Residential Life offers learning communities and special interest areas based previous or current experiences related to the program, or academic or social interests. These communities are designed to provide residents additional opportunities to learn and be involved through a specific interest or academic major. The Resident Assistant fulfills the responsibilities outlined previously in the context of the learning community’s or special living area’s purpose. In many cases, collaboration with a faculty or staff director will guide the special attention directed to the learning needs of the community.</td>
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<td>Each learning community or special living area has unique characteristics and the role of the RA may differ somewhat from area to area. Communication between the RA, the supervisor, residents, and the faculty or staff director is essential in determining goals and expectations and ultimately the success of each community.</td>
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A. Collaboration with the LC/Honors/Special Interest Community Team

As part of a Team that includes the supervisor(s), faculty or staff director, and other staff or leaders associated with the community, the Resident Assistant will participate in the following:

1. Learning Community RAs will meet (at least) monthly with the supervisor and faculty or staff director[s] to assess progress and plan for the future.
2. Honors RAs will meet 1-1 with a member of the Honors Programming Office at least once per semester.
3. Special Interest Community RAs will meet regularly with the supervisor and faculty or staff director[s] to assess progress and plan for the future.
4. Under direction of the supervisor, work closely with the LC/Honors/Special Interest Community Team in developing strategies to engage the community.
5. Invite the faculty or staff director to community events, as appropriate.
6. Communicate LC/Honors/Special Interest Community updates and information to resident participants.
7. Keep the faculty or staff director informed of community happenings on a regular basis.

C. Community-Specific Training and Opportunities

With direction from the supervisor(s) and as part of their position responsibilities, the Resident Assistant will:

Attend trainings, meetings, or events specific to Learning Communities, Honors, or the special interest community.

Terms and Conditions of Employment

F. SRAs are selected from within the current RA staff. RAs who wish to apply must have an overall rating of “Exceeded Standards” or higher for the 2 semesters as an RA, and be eligible for reappointment to the RA position for the upcoming employment period. In addition, RAs must be able to demonstrate how they will meet the hiring and employment competencies for the position.

G. SRAs are appointed for one academic year, and will be available for the entire employment period. Additional contract periods are based on job performance. If reappointed, the SRA will be notified of their placement. Residential Life reserves the right to change the location of the SRA’s assignment, if needed. SRAs may be assigned a roommate, based on the need for student housing.

H. Where applicable, SRAs who have an apartment or suite/roommate may be able to choose an apartment or suite/roommate. Due to the special nature of this relationship, it is expected that SRAs engage in discussions with their apartment or suite/roommate about, but not limited to, the nature of their positions and other issues as outlined in The HuskyMate Agreement. Residential Life encourages potential SRAs to engage in this discussion at the time the SRA selects their apartment or suite/roommate.

I. SRAs who are hired for the designated apartment areas, and Husky Village, who will not be graduating during the spring semester of their employment period, will continue to be employed for several days or weeks past the official closing. These dates will be in the RA’s offer letter.

J. If a Senior RA is terminated from the position, are not eligible to return to the RA position.

K. SRAs may not hold any academic work/learning experiences five (5) days/week [practicum, internships, co-op, student teaching, clinicals, etc.] during their first semester of employment. Five day/week academic work/learning
experiences are those academic requirements that are in addition to, or substitute for, classes, which may or may not take the RA off-campus 5 days/week.

L. RAs may request a total of 10 days away from the position each semester. The requested days away may be requested during the fall and spring semester; excluding designated training periods, opening and closings. At all other times, the RA is required to spend each night in their RA assigned room SRAs must be available on Wednesdays from 7:00-9:00 p.m. for weekly staff meetings and in-service training.

M. SRAs will be available for opening and closing periods and applicable on-duty periods during the stipulated employment period. SRAs will remain available through 24 hours after closing of their residential area. These dates include August [typically, the second week in August—the first day of classes], and January [typically the second week in January—first day of classes] pre-service training, Thanksgiving break, Winter Recess, and Spring break, and in the select residential areas that are open past graduation. If the RA wishes to remain in their assignment during break periods, the RAs will be asked to volunteer to be on paid duty during break and recess periods.

N. RAs who apply to be SRAs must be full-time, degree-seeking, undergraduate students enrolled at the Storrs Campus during the time of employment. It is recommended that an undergraduate SRA not carry more than a normal course load as defined by the academic program [typically 15-17 credits]. SRAs should carefully review their academic progress and required course load to ensure successful completion of the SRA’s program.

O. SRAs will maintain a 3.0 cumulative Grade Point Average [GPA] during the time of application, and throughout the term of employment. SRAs on scholastic probation or subject to dismissal may be ineligible to continue in the position. This determination will be made based upon the actual term grade point average, and prior academic progress. Winter 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 averages.

P. SRAs may remain in the position through their eighth semester of living on campus based on successful reappointment at the conclusion of each employment period. RAs whose academic programs require them to continue past their eighth semester living on campus, will not be eligible to remain in the RA position. Semesters accrued are cumulative and are verified by Residential Life’s THD software.

Q. Upholding the University’s Responsibilities of Community Life: The Student Code and The On-Campus Housing Contract are vital components of the SRA position, and represent a minimum expectation for assuming a leadership role in the community. All RAs who apply will be subject to a conduct review. Once hired, SRAs who are found responsible for violation of the Code or Contract and are placed on University Probation, will immediately be terminated from their position. SRAs found responsible, but issued other decisions will be individually reviewed.

R. Requests for part-time work and co-curricular activities outside the position require prior approval by the supervisor. RAs may request a combination of course credit hours, additional job, and co-curricular activities as long as the combination requested does not total more than 30 hours per week, in general. Approval of requests is not guaranteed.

S. International Students will meet the following Special Restrictions Regarding Work Eligibility:
   a. 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 assistanthips).
   b. 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.

The University of Connecticut encourages minorities, women, and people with disabilities to apply for this position. The University of Connecticut is an EEO/AA employer. Rev. July 2017