

*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.*

### **Position Summary**

The Resident Assistant (RA) is a peer educator who facilitates the personal, interpersonal, and intellectual growth of students. The RA plays a key role in developing an inclusive living community that fosters diverse learning. A Resident Assistant is always conscientious, honest, courteous, and professional. The RA 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 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 Resident Assistant position requires approximately 20 hours per week. The Resident Assistant meaningfully contributes to the mission and goals of the University of Connecticut and Department of Residential Life. The Resident Assistant is responsible for an area of approximately 15-50 resident students on average. The specific scope of responsibilities varies depending on the assignment. The RA is a member of a staff team and is directly supervised by a Residence Hall Director, or Community Director.

### **Position Qualifications**

- A. Qualified applicants for the Resident Assistant position will show evidence of:
  1. An understanding of the needs of and interest in working with resident students.
  2. An understanding of, sensitivity to, and desire to live and work with a diverse student population.
  3. A desire to serve as a resource and provide assistance to students.
  4. Experience communicating and building relationships one-on-one and with groups.
  5. A desire and ability to work as part of a highly functioning team.
  6. 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. It is preferred that applicants live on-campus at Stamford or Storrs during the semester of application, be eligible for on-campus housing, and submit the appropriate On-Campus Housing application.
  2. Earn at least sophomore status at the time of employment and will be a full-time, degree-seeking student enrolled at the Storrs or Stamford Campus during the time of employment.
  3. Maintain a 2.50 cumulative Grade Point Average (GPA) at the time of application, and throughout the process. Incomplete/missing grades must be completed by the date on the University's Academic Calendar for Spring 2020. Students on Scholastic Probation/Subject to Dismissal may be ineligible to continue in the process.
  4. 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 during the semesters of application review or interviews 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.
  
- C. **Preferred Qualifications**
  1. Be Living On Campus at Stamford or Storrs and eligible for campus change for one academic semester.

### **Employment Competencies**

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:

- A. Support and uphold university and Residential Life policies by example.
- B. Maintain privacy when handling resident and community issues.
- C. Communicate and engage with others respectfully across difference.
- D. Respond to student crises.
- E. Care for others in a responsible manner.
- F. Care for oneself in a responsible manner.
- G. 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.  
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. Planning and delivering programs and events, including all associated administrative tasks as part of the larger residential community team.
7. Providing 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 and on-call shifts during weeknights and weekend days. during these times, the Resident Assistant will be responsible for:
    - Responding to incidents and concerns within the Stamford student housing residential buildings,
    - Conducting rounds of the community,
    - Being available during designated office hours, and, at all times during the duty and on-call shifts, via phones.
    - When using the duty car, the RA will be responsible and follow all State of Connecticut rules and regulations.
    - When responding to lock-outs and other proscribed use of University keys, RAs will use appropriate care.
  - 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; usually within 24-48 hours (unless marked 'urgent').
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.
6. Participate in administrative processes including:
  - a) Tracking and documentation of strategies for student learning and growth
  - b) Submitting incident reports
  - c) Submitting maintenance requests
  - d) Following Check-In and Check-Out procedures
  - e) Open Houses
  - f) Documenting Fire, Health, and Safety Inspections
  - g) Programming
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.
- D. Perform Other Duties as Assigned

### *Terms and Conditions of Employment*

- A. In order to understand the needs of resident students, priority consideration will be given to applicants who are living on campus during the semester of application. In addition, students who wish to continue in the application process must comply with all Stamford housing requirements.
- B. RAs are offered employment for one academic year, and will be available for the entire employment period. Additional employment periods are based on job performance. Residential Life reserves the right to change the location of the RA's assignment, if needed. If an RA is offered additional employment offers for subsequent employment periods, Residential Life will notify the RA of the RA's assignment. RAs may be assigned a roommate, based on the need for student housing.
- C. Where applicable, RAs who have an apartment or suite/roommate may choose their apartment or suite/roommate. Due to the special nature of this relationship, it is expected that RAs 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 RAs to engage in this discussion at the time the RA selects their apartment or suite/roommate.
- D. RAs 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 weeks past the official closing. These dates will be in the RA's offer letter.
- F. RAs 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 commitments 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. RAs who are aware that their major program of study requires such a commitment in the upcoming semester must talk with their supervisor(s) about the impact this commitment may have on their RA position responsibilities. It may be determined that the RA will need to request a leave-of-absence from the position in order to meet their academic commitment.
- G. 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.
- H. RAs must be available weekly staff meetings.
- I. RAs will be available for opening and closing periods and applicable on Duty periods during the stipulated employment period. RAs will remain available through 24 hours after the official 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.
- J. An applicant will earn sophomore status at the time of employment. The Resident Assistant will be a full-time, degree-seeking undergraduate student enrolled at the Storrs or Stamford Campus during the time of employment. It is recommended that an RA carry no more than a normal course load as defined by the academic program (typically 15-17 credits). RAs should carefully review their academic progress and required course load to ensure successful completion of the RA's program.
- K. RAs will maintain a 2.50 cumulative Grade Point Average (GPA) throughout the term of employment. RAs 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. The number of Incomplete or missing grades on the RA's transcript may also determine whether or not the RA is eligible to continue in the position.
- L. Grades will be checked at the conclusion of each semester. 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 average.
- N. Upholding the University's Responsibilities of Community Life: The Student Code and The On-Campus Housing Contract are vital components of the RA position, and represent a minimum expectation for assuming a leadership role in the community. 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. Once hired, RAs who are found responsible for violation of the Code or Contract and are placed on University Probation, will immediately be terminated from their position. RAs found responsible, but issued other decisions will be individually reviewed.

- O. 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, except as noted in 'Q', below. Approval of requests is not guaranteed.
- P. International Students will meet the following Special Restrictions Regarding Work Eligibility:
  - 1. 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).
  - 2. 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.
- Q. RAs who are convicted of a felony, misdemeanor (other than minor traffic violation), or have charges pending against them will not be eligible to accept an offer of employment.

*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. Revised October 2019*