

## Resident Assistant Job Description

The position of Resident Assistant (RA) within the Department of Housing and Residence Life is a student staff position that requires the RA to reside in campus housing on a designated floor within an assigned residence hall, sorority/fraternity house, or Cedarbrook II apartment complex for the duration of employment. The RA is responsible for building and maintaining an inclusive community by facilitating educational programs and interactions with residents on a floor of 20-70 residents or housing complex of 5 residents or more. In addition, the RA serves as a resource for the residents assigned to their floor or housing complex. The RA serves on a daily duty rotation. The RA works under the immediate direction of a Residence Life Coordinator (RLC) and is indirectly supervised by an Assistant Director (AD).

### I. Contract:

- A. The RA contract is for one (1) academic year beginning prior to the residence hall, sorority/fraternity, or apartment opening (on a date set by the Department of Housing and Residence Life) and ends on set date in the signed job agreement. Sorority and Fraternity resident assistants may be required to arrive earlier based on the needs of each Greek organization.
- B. RAs receive a scholarship equivalent to the cost of a double room, a meal allowance, and paid desk hours up to 10 hours as compensation for their responsibilities.
- C. Staff will be permitted to participate in military obligations (Reserves, National Guard and ROTC).
- D. The maximum renewal of the Resident Assistant contract is 2 years, which encompass 4 semesters. RAs may appeal to return for a 5th semester to the Associate Director of Residential Learning and Leadership Development, if they have maintained a consistent positive job evaluation each semester, have the support of their supervisor, and show proof of continual contribution to the department for an additional semester.
- E. In the event a Resident Assistant is terminated or resigns, the Resident Assistant will be responsible for the current housing contract for the remainder of the semester. If the Resident Assistant chooses to cancel the following semester, then they must adhere to the cancellation process, located in the student portal. The housing and meal plan will be prorated and applied to the student's account. The room assignment will be immediately changed from the Resident Assistant room to a room assignment within another building if the decision is to remain in campus housing. It is also understood that the Resident Assistant will forfeit all compensation, which includes, but is not limited to housing, meal allowance, and wages. Resident Assistants are held responsible to the terms of the housing contract, the Residence Life Handbook, the Senior Resident Assistant manual, and all other published University policies and procedures.
- F. Serves on weekly on-call rotation schedule to attend to after-hour incidents. Updates professional staff on duty calls concerning, but not limited to, University police, mental health, building maintenance, roommate conflict, and etc.
- G. Conducts daily temp card audits during on-call duty.
- H. Works with the Residence Life Coordinator and hall staff to plan and organize a successful move-in and move-out for residents, which consists of opening and closing each semester.
- I. The RA must live in their assigned room within the residence hall, sorority/fraternity house, or apartment complex for the duration of their employment.
- J. Staff members who face disciplinary action, job probation, or termination are entitled to one appeal. To qualify for an appeal, new or sufficient evidence must be presented as proof for an appeal. That appeal should be made to the Associate Director of Residential Learning and Leadership Development. The appeal decision serves as a final decision.

### II. Qualifications:

- A. In accordance with the IHL Board Directive and Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, The University of Southern Mississippi *may* require all employees to be fully vaccinated against COVID-19 or to have an approved legal exemption and/or accommodation on file with Human Resources prior to your anticipated start date.
- B. Ability to provide proof of COVID-19 vaccination or to have an approved legal exemption and/or accommodation on file with Human Resources prior to your anticipated start date *may* be instituted.
- C. Must be classified as an upper-class student by the University's guidelines by the start of the job appointment.

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- D. USM students must have lived in campus housing at least 1 semester. Transfer students must have prior RA experience with at least 1 year in campus housing at prior college/university.
- E. Must enroll and pass the RA seminar class (UNV 315) within 1 year (either fall or spring) of serving in the RA job.
- F. The RA candidate must have a minimum cumulative GPA of 2.50, full-time academic status, and little to no conduct history to qualify for the RA position. While serving in the position, a RA must maintain the 2.50 GPA, full-time academic status throughout the *entire* semester to be considered in good standing with the Department of Housing and Residence Life. If the Residence Life Coordinator notice there is a decrease in the RA's GPA during interim grades, they are encouraged to refer the RA to academic resources and complete a goal assessment. Should the RA's GPA fall below the required minimum of 2.50, the RA may be given one semester to raise their overall GPA to meet the requirement. If the RA is unable to raise the cumulative GPA to the 2.50 requirement, they will be ineligible to continue employment.
- G. The RA must communicate to their Residence Life Coordinator about additional off campus job(s) held during their time serving as an RA.
- H. The RA must have exemplified their interpersonal, leadership, and communicational skills while working with external or internal organizations (i.e., high school, college, or community service). References/recommendation must reflect the ability to work effectively in a team-setting.
- I. The RA must be open to learn about other cultures and explore the meaning of diversity and inclusivity.

### III. Administrative/Desk Operations

- A. Acts as a liaison between the housing professional staff and the students residing in the residence hall, Sorority/Fraternity house, or Cedarbrook II Apartments in all matters of mutual concern.
- B. Submits administrative tasks assigned by supervisor on time, meeting deadlines.
- C. Assists with check-in and checkout paperwork and procedures in the residence hall, Sorority/Fraternity house, or Cedarbrook II Apartments.
- D. Assists with recruitment, interviewing and hiring of new student and professional staff, if needed.
- E. Assists the Residence Life Coordinator in ensuring accuracy of hall rosters by knowing who is assigned to the floor/section, house, or apartments and making sure they are residing in their proper room assignment by conducting occupancy reports/checks. Notifies Residence Life Coordinator of any discrepancies of occupancy reports/checks (i.e., ghost residents, unauthorized tenants, unauthorized residents/guests, etc.)
- F. Assists the Residence Life Coordinator in maintaining security in the hall/house/apartment by conducting key/access card inventory during each duty shift. (Any missing or unaccounted keys/access cards that cannot be traced back to students will be the responsibility of all staff members to find).
- G. Assist in the opening and closing of the buildings each semester.
- H. Attends all mandatory staff trainings and meetings.
- I. Works at least four hours at the front desk per week and follow all front desk policies and procedures (maximum of 10 hours per week).
- J. Works the front desk during hall opening and closing to assist with the move-in process. These hours will not be compensated on an hourly basis as they are included in the initial scholarship amount.
- K. Clocks in for every shift worked at the desk, sign daily log, and approve time upon completing shift.
- L. Maintains awareness of residents, guests, etc. entering the building, where there is a front desk in operation.

### IV. Facilities Management Assistance

- A. Serves as additional live-in personnel responsible for assisting the Senior Resident Assistant and Residence Life Coordinator in the upkeep of the building.
- B. Keeps Residence Life Coordinator informed of maintenance issues on the interior and exterior of building.
- C. Assists the Residence Life Coordinator in conducting health and life safety inspections.

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### V. On-Call Duty/Student Discipline

- A. Completes all duty tasks while on-call during duty at hall, house, or apartment. The daily duty rotation starts at 5:00 p.m. until 8:00 a.m. Weekend duty will be determined by the Residence Life Coordinator and according to the needs of the area.
- B. Responds to emergency situations quickly and make regular visual inspections of the condition of the facilities to communicate to the Residence Life Coordinator, Assistant Director, or Maintenance Office.
- C. RAs are required to work during certain holidays when the residence halls, sorority/fraternity houses, or apartments are open. Staff members may have to work during Fall break, Thanksgiving break, Mardi Gras break, Easter, and other single day holidays throughout the year. Regular and Holiday duty will be determined at the beginning of the semester. Holiday duty is equally divided among all RAs within their appointed area.
- D. Acts based on training and always follow protocol when in doubt.
- E. Notifies Residence Life Coordinator of all conduct issues that may arise in the building.
- F. Documents all disciplinary problems and subsequent actions in Maxient and refer immediate response incidents to the Residence Life Coordinator.
- G. Serves as witness or provide testimony for the validation of conduct documentation, emergencies, and events, if needed.

### VI. Staff Development/Training

- A. Attends and contributes to Housing and Residence Life and area staff meetings.
- B. All RAs will arrive to the halls, house, or apartment earlier than residential students for staff training and will remain in the halls, house, or apartment after official closing until all duties are fulfilled up to 4 pm. on closing day. Conflicts that arise with staff training, check-in, checkout, and other dates will be considered on an individual basis. RAs are expected to do everything possible to be present during these mandated events.
- C. Participates in the residence hall, sorority/fraternity, or apartment staff selection process, which is a closed status day.
- D. Be supportive and a positive team player while working with hall, house, or apartment professional Housing and Residence Life staff.
- E. Maintains regular and ongoing communication with your Residence Life Coordinator.
- F. Participates in interdepartmental and intradepartmental staff development periodically during the academic year.
- G. Contributes to community building efforts.

### VII. Programming/Intentional Interaction

- A. Successfully completes the required programs and program assessment determined by the department and meet established deadlines each semester.
- B. Contacts/communicates with all residents in person on a weekly basis as a means of establishing friendly relationships, identifying problem areas, disseminating, and obtaining information, and answering questions.
- C. Functions as a resource referral person for residents with emotional, health, or academic challenges by directing them to the appropriate campus office and continuing appropriate notification to Residence Life Coordinator.

### VIII. Role Modeling

- A. RAs must role model good behavior by following campus housing and University policies. Behavior that is questionable both on and off campus could result in disciplinary action or termination.
- B. Maintains a positive attitude towards colleagues, residents, and professional staff members.
- C. Communicates to all student staff and residents in a respectful manner.

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D. Upholds and encourages diversity and inclusivity among colleagues, student staff and residents.

### IX. General Availability

*This position is deemed Essential Emergency Staff and is required to report for storm duty as well as respond to any other emergencies deemed necessary.*

- A. Be reasonably available to residents in the evening hours and on weekends when days are not declared an approved day off by maintaining an “open door” policy.
- B. Resides in the building, house, or apartment every night of the week, including during duty and closed weekends.
- C. There will be certain weekends that will be deemed “closed weekends” and all staff will be required to remain in the halls, house, or apartment during that time. Typically, closed weekends are the weekends prior to hall opening and closing each semester, however the Associate Director and/or Executive Director holds the right to declare a “closed weekend” at any time.
- D. Remains in the hall, house, or apartment to assist with crisis management as directed by professional staff member(s). A declared crisis may consist of, but not limited to, weather emergencies, student concerns, assistance with preparations and storm aftermath.
- E. RAs will be allowed time off per month. Requests for an individual or weekend days off must be submitted 48 hours prior to the absence and pre-approved by the Residence Life Coordinator before leave can be taken. There is a 3:00 a.m. curfew that staff members will be required to meet when they are not on duty and have not declared the day(s) as an “off day(s)”.

*Revised by dab 6/22*