Resident Advisor Position Description

Resident AdvisHRL (RAs) are full-time students who serve as paraprofessional staff members in Housing and Residence Life (HRL). They are selected because of their maturity, leadership qualities, experience, and interest in working with other students and staff. RAs are tasked with the educational, social and personal development of the students living in their residential communities. RAs are responsible for promoting an environment conducive to individual rights and responsibilities, as well as academic success. With guidance from the HDs and under the supervision of the AD, AC and other professional staff, RAs complement the formal education process at the College by enhancing the quality of life in the residence halls. They are a vital and necessary link in the Residential Education program. As student members of the Division of Student Affairs Staff, they are the representatives of the College that deal most directly with campus residents.

Community Development and Programming Responsibilities

- Actively advise and aid students in developing individual responsibility, self-regulation, personal growth, and social awareness
- Become acquainted with each individual in the residential community (floor, hall, etc.) and maintain a positive relationship with residents
- Establish and maintain an environment that is conducive to study, sleep, and positive interpersonal relationships
- Plan and execute programs according to the programming model
- Publicize campus events to his/her residents
- Discuss ideas for improvement in the hall programs, policies, and activities with supervisor and HRL
- Assist Student Activities and HRL in the planning, implementation, and involvement of their programs when necessary, including West and East Fest
- Perform other duties as assigned by HRL

Administrative Responsibilities

- Participate in duty coverage of their building/area
- Participate in evaluation process once each year with the HD and AC
- Facilitate opening and closing of halls
- Submit surveys, evaluations and other assignments in a timely fashion
- Plan and initiate floor meetings in the beginning of the semester, before breaks, and when necessary to discuss community issues
- Maintain constant communication with supervisor
- Cooperate with Campus Safety to ensure proper safety procedures in the residence halls, including the operation of fire alarms and building evacuation
- Keep bulletin boards current with appropriate information and update door decorations when necessary
- Attend weekly staff meetings conducted by the HDs
- Be knowledgeable of the contents of the Student Policy and Information Guide (http://www.muhlenberg.edu/main/aboutus/deanst/student_policies/)
Be available during evening and weekend hours. The RA should be on campus at least three weekends per month.

Request in writing, any time expected to be away from campus, via weekend away forms.

Participate in events and programs sponsored by HRL, or other departments, such as Through the Red Doors, Housing Lottery, and Open House.

Serve as a liaison between the students and HRL through the interpretation of College policies to students, and sharing student opinions, attitudes, and actions to HRL.

Perform other duties as assigned by HRL.

Peer Education and Counseling Responsibilities

Be available to counsel residents, within the limits of training and capabilities, on personal and academic issues.

Maintain necessary confidentiality. Confidentiality is critical in developing and maintaining a trust relationship between an RA and his/her residents.

When warranted an RA should make students aware that they have a responsibility to the college and that not all things can or should be kept in absolute confidence.

Make referrals when appropriate to the professional staff within HRL and/or Counseling Center.

Make an effort to be aware of all students experiencing personal concerns and stress and assist or refer when possible.

Listen to students’ concerns without being judgmental.

Familiarize self with college and community services and refer students to these services.

Facilitate and encourage development of suite/mate and roommate relationships by coordinating the completion of the suite/mate and roommate agreements.

Maintain file with suite/roommate agreements and refer to them when mediating conflicts within the relationships (Required for RAs in First Year buildings, suggested for Upper Class buildings).

Perform other duties as assigned by HRL.

Facilities Management Responsibilities

Be aware of the conditions needing repair and regularly report them to HRL.

Complete necessary paperwork including IRs and work orders as needed.

Report emergency repair work to HRL during office hours (8:30 a.m. to 5:00 p.m.) or Campus Safety after office hours.

Establish a sense of ownership in their communities to assist in maintaining a positive residence hall appearance.

Complete room inventories before opening and after closing and when new residents move in.

Complete routine community damage updates within his/her residential community.

Serve to safeguard the health and safety of residents by assisting with fire drills/alarms, maintaining proper fire safety habits, and prohibiting pets from being in the residence halls.

Perform other duties as assigned by HRL.
Training
- Attend and actively participate in a March training event prior to RA position
- Attend and actively participate in the August training program
- Attend and actively participate in the January training program
- Attend and actively participate in area meetings

Education and Conduct Responsibilities
- Serve as positive role models for other students and appropriately reflect the college's values, objectives, and policies. RAs will be held to a high standard of behavior
- RAs found in violation of said policies may be released from their positions
- Facilitate student awareness of College policies and regulations. Report and properly interpret those policies and regulations
- Assist students in upholding the rules and regulations of the College and residence halls as paraprofessional members of the Student Affairs Staff. In the event that students fail to assume responsibility, the RA deals with the situation in a way that will promote responsible student action
- Encourage students to confront those who are disturbing them directly. If this is not successful, the RA should accompany the student approaching the student(s) who are creating the concerns. The RA should then act as a mediator
- Be consistent and impartial. RAs need to be sincere, fair, concerned and interested in their residents
- Monitor student behavior and enforce residence hall and College policies as outlined in the Student Policy and Information Guide. RAs are expected to respond appropriately to violations of policy in their communities
- Perform other duties as assigned by HRL

Qualifications
- RAs must have at least sophomore standing by position start date
- Must have a 2.50 cumulative grade point average
- May not be on academic, residential, or disciplinary probation
- RAs may not serve as Student Advisors