



Housing & Residential Life

Resident Assistant

Position Description

BASIC FUNCTION AND RESPONSIBILITY

The responsibilities of the Resident Assistant (RA) are to foster a floor and hall environment that is conducive to learning and the growth of the whole student. The Resident Assistant (RA) responsibilities fall into the following categories: community development, self-growth and modeling, staff cooperation and hall leadership, and administrative duties. **Duties listed below reflect those possible for this position. Since communities have different needs, specific duties will be discussed with the supervisor.**

DUTIES AND RESPONSIBILITIES

Community Development

- Initiate, develop, and maintain dynamic and ongoing relationships with each student on the floor, and with as many other students in the hall as possible.
- Create a pleasant and welcoming floor environment, including posting door and other welcoming decorations, maintaining informational bulletin boards, etc.
- Foster an inclusive community where all are welcome and differences are celebrated.
- Participate in the RA on-duty rotation* and respond to emergency situations.
- Assist students with their personal, academic, and social needs by serving as a peer helper; making referrals as appropriate.
- Become familiar with campus and community resources, keep students informed of their existence and functions, and make referrals when appropriate.
- Facilitate the floor in developing a positive learning community, including a study/sleep atmosphere that meets the needs of community members.
- Assist and mediate individuals and groups in achieving resolution to conflicts.
- Consistently enforce the University Code of Conduct and University policies and procedures -- seek an educational resolution to incidents and conflicts.
- Educate students about their rights and responsibilities as community members of the University and the greater Bemidji community.
- Identify the needs and interests of students in order to promote a well-balanced offering of programs designed to enhance student learning, growth, and development.
- Create a welcoming atmosphere by having room door open (as much as you are able) to make residents feel more comfortable coming to you.
- Be available to students on a regular basis, which includes evenings and weekends. Limited to 12 nights out per semester.

*Duty phone will be held from 9:00pm-8:00am Monday-Thursday, and will be held from 9:00pm on Fridays until 9:00pm on Sunday.

Academic Support

- Promote an environment that supports academic success.
- Provide opportunities for students, staff, and faculty persons to interact with one another outside of the traditional classroom setting.

- Assist students in identifying academic goals and provide interpretation of academic policies and procedures.
- Develop and maintain academic resources for students via various forms of educational media: bulletin boards, newsletters, web pages, etc.
- Be knowledgeable about resources that students can utilize for tutoring, mentoring, and addressing questions about classes, academic policies, and procedures, etc.
- Promote continued interaction between the students and their faculty advisor.
- Assist first year students during preregistration throughout the year.

Self-Growth and Modeling

- Serve as an appropriate role model to students by demonstrating good study habits, concern for the welfare of others, responsibility to one's community, positive social interactions, regard for a healthy lifestyle, and an open mind to diverse lifestyles, attitudes, thoughts, and behaviors.
- Serve as a role model on and off campus in observing federal, state, and local laws, as well as University and Housing & Residential Life policies and procedures.
- Practice personal and professional growth by defining goals, taking action to meet those goals, and evaluating progress.

Staff Cooperation and Leadership

- Function as a cooperative team member in relationships with staff, promote consistency, help solve mutual problems, provide personal and paraprofessional support, and maintain prompt and open communication with all members of the Housing & Residential Life staff.
- Develop necessary skills by attending staff meetings, training sessions, and individual meetings with the Area Director/Assistant Residence Hall Director (ARHD) or other Housing & Residential Life personnel.
- Share in the Housing & Residential Life evaluation process by completing evaluation procedures and openly sharing and receiving feedback from floor members, peers, and supervisors.
- Actively participate in Housing & Residential Life leadership and committee opportunities.
- Work cooperatively with Hall Council by attending & helping publicize activities/events.
- Support the Hall Council representatives in fulfilling responsibilities.
- Promote floor, hall, and campus leadership opportunities among students.
- Attend and actively participate in scheduled department-wide staff trainings.

Administrative

- Provide administrative support for students by completing check-in/check-out procedures, facilitating floor meetings, aiding in the room transfer process, adhering to deadlines, responding to emergency situations, and serving as a liaison to Housing & Residential Life.

- Assist in the maintenance and improvement of physical facilities by promptly reporting damages or other concerns, promoting positive relationships with maintenance and custodial staffs, encouraging student responsibility, and making suggestions for facility improvements.
- Post and share all information in adherence to the Housing & Residential Life Solicitation Policy and as instructed by the Area Director or designee.
- Work a minimum of two hours per week at the hall front desk and/or Academic Resource Center.
- Perform other tasks as assigned by the Area Director.

SUPERVISION RECEIVED

Functional and administrative supervision is received from the Area Director and the Assistant Residence Hall Director.

MINIMUM QUALIFICATIONS

- Must be enrolled at Bemidji State University and maintain full-time student status (12 undergraduate credits or 9 graduate credits) at all times during employment and be sensitive to the demands of the job when determining class schedules.
- A minimum GPA of 2.0 (semester and cumulative) must be achieved upon hiring and maintained for all subsequent periods of employment.
- RAs wanting to take more than 18 credits per semester should consult with their supervisor (Area Director) before registering.
- Can work no more than 10 hours per week at other jobs and must complete paperwork with AD.
- Must be in good standing with the University conduct system (no conduct probation) and have no major conduct code violations.
- Must have had some experience in a group living situation.

REMUNERATION:

Remuneration for the Resident Assistant will be housing in the assigned area, meals during fall and spring training, a meal plan during times when meal service is offered \$4,194 yearly (\$2,097 meal plan/semester), and a \$1,200 academic year stipend.