RESIDENT ASSISTANT POSITION DESCRIPTION

Housing & Residence Life at Nicholls State University strives to offer residential students a living environment which supports their intellectual, emotional, physical, and social development and contributes to their academic and personal success. “Learning” and “Community” are at the core of the residential experience, and an emphasis on learning outcomes and the establishment of learning communities within the residential facilities guides the current and future structure and work within Housing & Residence Life.

All members of the Housing & Residence Life paraprofessional staff must be committed to student learning as the purpose of our work. As part of this staff, the Resident Assistant (RA) is expected to serve as a role model for students within the residential community and across the campus. The responsibilities expected of a RA include, but are not exhaustively limited to, the following:

**Assistance to Residents**

1. Is knowledgeable regarding each resident in the assigned residential facility (e.g., name, assignment, major, hometown, activities, interests, needs, etc.).
2. Communicates regularly in person with each resident in his/her primary area of responsibility.
3. Monitors all residents’ transition to the University, with special attention paid to Freshmen, and communicates specific needs/issues with Housing and Residence Life.
4. Responds to residents’ questions, concerns, suggestions, and/or issues in a timely and professional manner. Makes appropriate referrals for additional assistance.
5. Mediates disagreements and/or conflicts between individuals and between groups.
6. Responds to and follows up on emergencies and/or critical incidents related to students in the residential facility in accordance with Housing & Residence Life protocols.
7. Prepares and/or distributes correspondence and informational/publicity materials to residents and posts within the residential facility.
8. Communicates information to residents regarding campus activities and events, including important deadlines.
9. Accompanies residents and provides staff support and service in the event of an evacuation of residents to campus and/or off campus shelter accommodations.

**On Duty Coverage**

1. Serves as the primary contact person for the hall/complex while on duty.
2. The “on duty” period is defined as a 24-hour period beginning at 5:00 p.m. in the residence halls and in Brady apartments.
3. Is “on duty” a minimum of one time a week for both weekdays and rotating weekends. Each facility has different duty rotations based on the number of staff members assigned.
4. Remains in the residence hall/apartment complex and accessible to all residents at all times (with the exception of class times) when on duty.
5. Performs complete and thorough rounds within and outside the residential facility no less than three rounds between the hours of 8:00 p.m. – 12:00 a.m. on weekdays and between 8:00 p.m. – 2:00 a.m. on weekends. At least one round must occur within 15 minutes of the end of visitation in residence halls.
6. Initiates contact and conversations with residents throughout the hall/complex, establishing a relationship with all residents and providing a strong and consistent staff presence.
7. Checks guest register to monitor accuracy and completeness of entries, security of IDs, and guest activity in the facility.
8. Records significant contacts and activities in general duty log (i.e., conversations with residents, rounds, maintenance issues, programming activities, situations which may occur, etc.).
9. Remains in the facility throughout the day, evening, and overnight when on duty.

**Community Development and Programming**

1. Develops and implements programming and activities throughout residence halls and apartments.
2. Assists in articulating residentially based learning outcomes and incorporating them into residentially based community development and programming planning and implementation.
3. Facilitates and actively works on the facility’s activities and involvement in Homecoming.
4. Collaborates with other Housing & Residence Life Staff, University faculty and staff, student organizations, and residents to develop and implement a comprehensive calendar of residentially based activities and events available to residents.
5. Ensures all programming requirements are met, including the completion and submission of all proposals and summaries according to established guidelines and deadlines. Ensures the completion of no fewer than the minimum programming requirements as directed by Housing & Residence Life.
6. Actively solicits the ideas and suggestions of residents regarding activities, events, and topics of interest.
7. Actively recruits the involvements of residents in the planning and implementation of activities and events.
8. Assists in the promotion of the Residence Hall Association (RHA).
9. Develops and distributes marketing and publicity materials for all activities and events.
10. Develops and monitors budget for activities and events.
11. Completes all documentation for billings and payments for activities and events and maintains accurate and current financial records.
12. Provides on site management and oversight for activities and events.
13. Attends and participates in activities and events sponsored by Housing & Residence Life and designated campus activities.
14. Assesses quantitatively and qualitatively all programming initiatives.

**Administrative**

1. Returns to campus no later than the designated date and time prior to the fall and spring semesters. Remains on campus at the end of each semester until all semester/closing tasks and responsibilities are completed.
2. Schedules and facilitates one-two resident meetings throughout the semester. Attends other resident meetings as directed by Housing & Residence Life.
3. Complete health and safety inspections of rooms/apartments and common areas twice per semester. Submits all completed reports by the established deadlines. Conducts follow-up as required.
4. Checks residential facility for damages, repairs, and vandalism and reports such to Head Resident and Housing & Residence Life.
5. Enforces all residential and University rules, regulations, policies, and procedures. Documents all alleged infractions on Incident Report and submits for adjudication.
6. Documents information, activity, situations, and data on Information Reports as needed.
7. Monitors the residential facility for entry by and/or presence of unauthorized individuals or groups.
8. Submits maintenance items using the on-line maintenance reporting system, e-mails, and phone calls. Then follows up with residents who have submitted reports to ensure problem is resolved.
9. Completes and maintains all required records and reports, including “on duty” logs, rosters, floor plans, Incident Reports, maintenance documents, etc.
10. Follows up with residents who need to submit documentation and/or complete administrative processes with Housing & Residence Life and/or other University units.
11. Staffs the desk of residential facility as scheduled by Housing & Residence Life.
12. Completes check-in materials at the beginning of the semester and check-out materials at the end of the semester.
13. Completes the Inventory & Condition Report after residents check out during the semester and/or at the end of the semester.
15. Assist in completion of cross checks at beginning of each semester and as directed during semester.
16. Participates in peak activity periods such as, but not limited to, residential opening and closing, Homecoming, open houses, campus visitation days, and orientation days.
17. Participates in all staff orientation, training, and in-service activities in the semester in which selection occurs and throughout the period of appointment.
18. Attends and participates in regularly scheduled one on ones with HR, weekly staff meetings within the residential facility and in regularly scheduled Housing & Residence Life staff meetings. Participates in staff training and in-service activities. Participates in professional development activities as requested by Housing & Residence Life.
19. Participates in the closure of residential facilities due to University holiday or emergency closures, ending of semesters, evacuation of residents, and/or other reasons as determined by Housing & Residence Life and/or the University.
20. Supports and assists staff in all residential facilities as requested and needed.
21. Serves on at least one Housing and Residence Life staff committee each semester.
22. Serves on committees, task forces, focus groups, and other Housing & Residence Life and/or University bodies as requested.
23. Performs other duties as assigned.

Resource and Referral
1. Is knowledgeable about all academic support services and is able to make a complete and informed referral.
2. Is knowledgeable about all student development support services and is able to make a complete and informed referral.
3. Is knowledgeable about all financial support services and is able to make a complete and informed referral.
4. Is knowledgeable about all residential and University rules, regulations, policies, and procedures, including the rationale for all, and clearly articulates them to residents.
5. Conducts informative tours for prospective residents, family members, University faculty and staff, and campus guests.
6. Assists in the identification and recruitment of potential paraprofessional staff.

Opening and Closing of Facilities
1. Assists in the preparation of check-in materials at the beginning of the semester.
2. Places materials in rooms prior to opening each semester.
3. Assists Head Resident with completion of pencil rosters of residents through 14th class day and as directed during semester.
4. Collects and secures all completed documents (ICRs, etc.).
5. Inspects all residential facilities, including fire and safety equipment, prior to the arrival of residents at the beginning of the semester and after the departure of residents at the end of the semester.
6. Prepares and posts all signs and decorations prior to the opening of housing facilities.
7. Participates in all residential opening and orientation activities each semester.
8. Participates in the closure of residential facilities due to University closures, ending of semesters, evacuation of residents, and/or other reasons as determined by Housing & Residence Life and/or the University.
9. Reports immediately any damages and/or conditions that may result in charges to the resident’s account.

Emergency
1. Conducts fire drills as required.
2. Provide as-needed assistance in the event of an emergency.
3. Assist with the closing of the buildings, opening of shelter and reopening of the buildings for hurricanes, tropical storms or other emergencies that require the evacuation of campus
4. RAs leaving campus in time of emergency cannot depart until released from housing. RAs approved for departure cannot leave until the halls close (unless his or her hometown is under a mandatory evacuation and he or she receives approval to leave to assist family) In addition, staff members must return when the buildings open (unless his or her hometown is under a mandatory evacuation and he or she must leave to assist family)

The Resident Assistant reports to the Assistant Director, Area Coordinator, or Resident Director for his/her respective building who may delegate oversight of some daily activities to the Head Resident. Compensation for the Resident Assistant includes a service scholarship to cover the cost of the housing accommodation assigned to the Resident Assistant and a semester stipend equivalent to the amount of the meal plan selected by the staff member (not to exceed the cost of the silver meal plan). Housing and meal charges are applied to the student’s account at the beginning of the semester. The service scholarship is posted to the student’s account at the beginning of the semester; the stipend is paid in regular intervals during the semester.

The Resident Assistant is not compensated on an hourly basis. The Resident Assistant appointment is an “at will” position. As such, the University and the Resident Assistant have the option to terminate the employment with or without cause and with or without notice, although proper notice from either party is expected. In the event of termination, the housing scholarship and the stipend will be prorated for the period worked.

The Resident Assistant must be enrolled as a fulltime student (minimum of 12 hours unless otherwise verified by student’s academic advisor and approved by Student Employment) during both the fall and spring semesters and maintain a minimum cumulative 2.5 grade point average during the term of appointment. Candidates initially applying for the position must have a 2.5 cumulative grade point average at the time of employment. The RA is expected to remain in good academic and conduct standing with the University throughout the period of appointment.