

University of Colorado Colorado Springs

Office of Residence Life and Housing

2016-17 Resident Assistant Job Description

Educational Priority: Community members will be independent citizens exploring healthy, life-enriching opportunities in a supportive and respectful living environment.

The Resident Assistant (RA) works with students, faculty, and staff to promote a residential community that will be socially, culturally, and educationally enriching, for students. The RA is expected to help facilitate the development of the community and demonstrate his/her investment in the overall growth of each resident by encouraging students to make the most of their college experience. The RA is expected to make students aware of the various possibilities for learning and involvement as defined in our educational priority. This position works closely with other organizational units to provide services that assist in creating a student-centered campus community and an engaging campus life for students, faculty, and staff.

The Director of Residence Life and Housing provides overall management supervision for the department and is supervised by the Executive Director for Auxiliary Community and Learning Initiatives. The Director supervises the Associate Director of Residence Life and has overall responsibility for all personnel actions in Residence Life and Housing. The RA position reports to the Residence Hall Manager, or designee.

RESPONSIBILITIES:

Interpersonal Development: The RA will seek to facilitate the interpersonal development of students by:

1. Becoming acquainted with each resident in his or her designated building or area.
2. Assisting individuals with personal, social, cultural, emotional and academic concerns.
3. Referring students to appropriate resources on and off campus.
4. Establishing a rapport that makes residents feel comfortable in approaching the RA with concerns and ideas.
5. Making sure residents understand the role and function of the RA and Residence Life and Housing.
6. Providing personal, academic, and career counseling referrals to residents.
7. Assisting with international students' transitions to the United States of America.

Community Development: The RA will seek to facilitate the development of a sense of community by:

1. Facilitating the development and understanding of each resident of their roles and responsibilities in the community.
2. Conducting hall meetings at the beginning and end of each semester and/or at the request of Residence Life staff or residents.
3. Initiating and implementing recreational, social, cultural, and educational programs for residents.
4. Each RA is expected to assist and participate in all welcome week and end of term activities (August, December, January and May).
5. Each RA is expected to provide regular activities and/or programs to assist in the development of their communities.
6. Assisting others (University departments, Residence Hall Association (RHA), National Residence Hall Honorary (NRHH) and students) with the development and implementation of programs.
7. Keeping residents well informed of Residence Life and Housing events and campus activities.
8. Supporting and attending the programs offered by other RAs as well as other programs on campus.
9. Supporting and attending Residence Life and Housing events offered for residents.
10. Providing residents with information about the RHA and NRHH to promote resident involvement.

Educational Enrichment: The RA will seek to facilitate the educational enrichment of the student's college experience by:

1. Promoting an environment conducive to effective studying and learning.
2. Working with residents, faculty, and staff to develop programs that complement the learning experience.
3. In collaboration with the Office of First Year Experience, staff will have intentional interactions with residents regarding academic standards.
4. There are several RA positions that will be focused on a theme community. The RA of a theme community will work closely with their Residence Hall Manager, other professional staff members, university departments, and other relevant resources to provide intentional programming and interactions to further the goal of the theme community.
5. In collaboration with other staff members, participate and provide village wide program as defined by your village specific program model.
6. Assist the implementation and assessment of residential curriculum under the supervision of Residence Hall Manager.

Community Policies: The RA will assist with the management of housing facilities by:

1. Knowing and using emergency procedures.
2. Educating students with regard to safety.

3. Interpreting and enforcing the policies of Resident Handbook and the University Code of Conduct. Make students aware of the rights and responsibilities they share within the community.
4. Confront students who violate community standards, university policy or state and federal laws. RAs are a CSA mandatory reporter and have an obligation to report all incidents to the appropriate authority.
5. Providing general supervision of resident conduct in the community.
6. Participating in duty/on call rotation. May include assisting with resident lock outs, staffing a village office, responding to behavioral issues, and assisting residents with emergency situations.
7. Providing oversight for general maintenance needs and report them to Residence Life and Housing.
8. Sitting on various campus committees to provide a student and RA voice into university policies.

Role Modeling: The RA role models by being committed to personal growth and self-improvement not only for residents, but for the student staff and university members.

1. The RA will enforce and abide by all Residence Life and Housing policies as well as the University Code of Conduct.
2. The RA must understand that being a role model does not have housing boarders, the RA is always a role model; in class, at events, and off campus.
3. Involvement in conduct issues, breach of the student code of conduct or violations of Colorado state or federal laws; if it should occur on or off campus; will be dealt with under the student employment handbook and/or the appropriate agency.
4. The role modeling or mentoring for incoming staff members begins when new staff are hired and continues throughout the summer and through the academic year.

Staff Relations: The RA maintains a variety of relationships with campus organizations, due to the nature of the position.

1. Works with faculty to develop programs that promote synergy between academic and residence life.
2. Works collaboratively with members of the UCCS community.
3. Works with fellow RAs on program development, planning, and implementation.
4. Works with the Residence Hall Association (RHA) to promote activities and student involvement.
5. Works with the National Residence Hall Honorary to support recognition

Administrative Skills: The RA completes a variety of administrative tasks that assist the Office in on going daily business operations.

1. Attends all weekly staff meetings.
2. Attends weekly one on one meetings with Residence Hall Manager.
3. Completes routine reports (e.g. weekly reports, occupancy reports etc.) as assigned.
4. Assisting with check-ins and check-outs as required.
5. Assistance with distribution of mail during assigned duty/on call hours.
6. Other duties as assigned to ensure Residence Life and Housing operate effectively and efficiently.

Training skills: The RA will participate in a variety of training geared towards their personal and professional development.

1. Attends fall and spring training
2. Participates in summer online training when offered
3. Participate in mandatory CSA and SAVE Act training
4. Attends minimum number of in-service trainings offered throughout the academic year. The required number will be announced at fall training for the upcoming academic year.

KNOWLEDGE AND SKILLS:

1. Considerable skill in planning and implementing activity programs in a higher education setting.
2. Knowledge of personal computer software applications and on-line capabilities is a plus.
3. Skills in a broad range of providing training to individuals or groups; oral and written communication skills; and skill in establishing good working relationships and working across boundaries.
4. Ability to work effectively with ambiguity and in a fluid work situation.
5. Basic knowledge of residential housing in higher education helpful.
6. Be familiar with the UCCS environment and be able to assist all students with accessing the student services offered on campus.

MINIMUM QUALIFICATIONS:

1. The RA must be enrolled as a full-time, degree-seeking student at UCCS and must have a previous semester grade point average of 2.5. If the previous semester GPA falls below a 2.5, the RA will be on a probationary period at the discretion the Residence Life and Housing staff or may be terminated.
2. Any RA who will be below full time status (12 credit hours) during employment must consult the Residence Hall Manager or designee prior to going below full time status.
3. Any RA who wishes to take above 18 credit hours per semester, must obtain permission from the Residence Hall Manager or designee.
4. Outside activities and/or jobs must be limited to 10 hours per week for first year RA, or 15 hours per week for returning RA. These are defined as any time commitments that occur outside of scheduled classes. These activities must be adjusted so that they will not conflict with RA responsibilities, including, but not limited to the scheduling of duty nights, staff meetings, training sessions, and certain programmatic responsibilities.

5. Per the University of Colorado Colorado Springs policy 300-020 effective July 1, 2014 stipulates the number of on campus hours allowed by a student employee. The maximum number of hours a student employee may work is 25 hours per week. This number is inclusive of all positions held on campus, across all departments and offices. Furthermore, RA positions require on average of 25 hours of a week of work. As a result, RAs will not be approved for additional on campus employment. *Participation in clubs or organizations that are **non-paid positions do not count** against the 25 hour per week maximum.
6. It is expected that one's RA responsibilities are priorities over all extra-curricular activities. Any academic, extra-curricular or employment commitments above these levels must be discussed with the Residence Hall Manager or designee prior to assuming and remaining in the RA position. No exceptions will be granted for first year RAs during their first semester of employment.

PREFERRED QUALIFICATIONS:

One semester or more of on campus living or related experience. This can include involvement in student organizations, clubs and events.

PERIOD OF EMPLOYMENT:

1. The position will be formally offered upon the successful completion of a background check.
2. Residence Life and Housing will determine the village/room assignment for each staff member
3. Attendance at Fall Training is required. Do not make plans (i.e. work/classes etc.) for the 3 week period prior to the start of the semester. Training and check-in dates are generally set in June, but are subject to change. All outside employment/involvement (SGA, JTA, CLC, OWL, Student Teaching, and Clinical etc.) must end by the start of training. Exceptions must be made to the Associate Director, or designee, three weeks prior to training.
4. Attendance at Spring Training is required. Staff wishing to take winter interim classes should take courses that do not conflict with training, unless it is a class needed for you to graduate that spring. In addition, staff members need approval from the Associate Director or designee prior to enrolling in any winter interim classes
5. RAs are not permitted to be peer mentors or RHA executives due to the conflict of interest but are encouraged to participate in either club.
6. Thanksgiving, Spring Break, University Holidays, and university closures are considered to be part of the academic year and will be considered regular working days.
7. Due to the nature of the position, staff is expected to spend majority of time on campus and sleeping in their assigned room; staff will get four weekend days (Fri & Sat) and two weekdays (Sun-Thurs) per month. Time off requests are to be made to the Residence Hall Manager or designee at least 48 hours in advance. Vacation periods (i.e. Thanksgiving, Christmas etc.) are not considered part of the time off expectations.
8. Staff are expected to attend programs, be visible and available on their floors during welcome week as well as final exams for both fall and spring semesters.
9. During University closures (holidays or weather etc.) staff are still expected to open the front desk in addition to being on call.
10. The RA is bound by the RA Employment Agreement, the University Code of Conduct and all Office of Residence Life and Housing Policies and is expected to be an active, positive leader in their community and to maintain a good judicial and academic standing.
11. Employment will end **24 hours after** Residence Halls have closed for fall and spring term. Staff can expect to be assisting with hall closing responsibilities during this time.

Summit Village/Village at Alpine Valley Specific Employment Terms:

1. RAs in Summit Village and Village at Alpine Valley, except for Crestone, Shavano & Antero will receive a room and board compensation package. RAs will automatically receive an all access meal plan as it is expected that they dine with residents at the Lodge and or Roaring Fork on a regular basis.
2. RAs in Summit Village and Village at Alpine Valley, except for Crestone, Shavano & Antero are required to work Summit and La Plata front desks and are on call duty during Thanksgiving and Spring Break.

Crestone, Shavano and Antero Employment Terms

1. RAs are required to work through all breaks (Thanksgiving, Winter Break and Spring Break) and provide on call coverage.
2. RAs will receive a room and apartment meal plan (55 meals per semester and \$250 flex dollars or equivalent) per semester.