2019-2020 Resident Assistant Job Description

General Job Summary
The Resident Assistant (RA) at University of Colorado Colorado Springs (UCCS) is an undergraduate or graduate student who serves as a member of the Residence Life Staff and reports to the Residence Hall Manager (RHM) or designee. The Director of Residence Life, who has overall responsibility for all personnel actions in Residence Life and receives supervision from the Executive Director for Community Learning & Assessment, supervises the RHM. The RA is responsible for the overall development of a community on a designated floor or area. The RA will assess and meet the needs of residents living in their area through daily interactions and implementation of our learning goals and outcomes as defined in our Residential Curriculum, commonly referred to as Expedition. Expedition is an intentional plan for learning which the RA role is an integral part of implementing our educational priority and associated learning goals and outcomes.

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

**Individuality:** Developing life skills to become healthier, mindful, and authentic individuals within their campus experience and beyond. They will learn how to manage themselves and make informed decisions.

**Belonging:** A safe and supportive community where individuals define their role. In this environment, members are accountable for their actions. Will engage in positive relationships, feel valued, and learn about each other’s differences.

**Citizenship:** Discovering personal strengths and motivation to actively serve and participate in their communities with integrity. By having an awareness of local, national, and global issues community members will engage at their own level.

**Growth:** Demonstrating the ability to set and assess goals throughout their learning experience. The environment will provide support for what is learned in the classroom and assist in the development of intentional relationships with faculty and staff.

Minimum qualifications:
- The RA must be enrolled as a full-time, degree-seeking student at UCCS
- Have and maintain a 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 of the Residence Life and Housing staff or may be terminated.
- The position will be formally offered upon the successful completion of a background check.

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

Knowledge and skills:
1. Knowledge of personal computer software applications and on-line capabilities is a plus.
2. 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.
3. Ability to work effectively with ambiguity and in a fluid work situation.
4. Basic knowledge of residential housing in higher education.
5. Be familiar with the UCCS environment and be able to assist all students with accessing the student services offered on campus.

Responsibilities
Community Development through Residential Education
- Implement various learning strategies identified in Expedition on an ongoing basis such as intentional interactions, community builders, passive initiatives and regular floor/area gatherings.
- Engage in regular one-on-one conversations with residents surrounding topics identified in lesson plans.
- Assist all residents with transition to the University and life on campus.
- In collaboration with other staff members, participate, promote and provide opportunities for personal/academic growth and development.
- Working with residents, faculty, and staff to develop an atmosphere that complements the learning experience outside the classroom.
- Develop and implement social opportunities for residents on your floor in accordance with Expedition. This will also include attending events already planned on campus with your residents.
- Educate students with regard to personal and community safety.
- Provide information on residents’ rights and responsibilities as it relates to community living.
- Provide opportunities to engage with residents surrounding topics of inclusivity, equity and cultural identities in order to build a safe and welcoming community.
Role Model
- Serves as a leader to all residents within their floor and building communities.
- Enforces and abides by all University policies, Residence Life and Housing policies as well as the University Code of Conduct.
- The RA must understand that being a role model is not limited to only the Residence Halls, the RA is always a role model; in class, at events, and off campus.
- Promotes leadership opportunities and involvement in campus organizations.
- Role model and mentor incoming staff members throughout the academic year.

Team Member
- Maintain open and collaborative communication with other staff. Communicate with your supervisors and other staff regarding academic, personal or other issues as needed and appropriate.
- Serve as a liaison to residents for Residence Life staff, Housing Operations, Public Safety, Dean of Students, RHA, NRHH and other campus departments.
- Participate in Residence Life committees when needed.

Residence Life Policy and Duty Protocol
- Promote and follow all emergency procedures as stipulated in training.
- Serve in the on call/duty rotation. May include assisting with resident lock outs, staffing a village front desk responding to behavioral issues, and assisting residents with emergency situations.
- Interpret and enforce the policies of University Code of Conduct, which includes Residence Handbook.
- Know and abide by duty protocol/contact procedures (professional staff and police) when confronting residents who violate community standards, university policy or state and federal laws.
- Providing oversight for general maintenance needs and report them to Residence Life and Housing.

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

General Position Requirements:

Training
- In order to complete required online training, RAs will have an effective start date in early July with the expectation that RAs will work on online training for approximately .5 to 1.5 hours per week.
- RA contact hours will begin with fall training in early August. Do not make plans (i.e. work/class etc.) for the three-week period prior to the start of the semester. Fall Training and check-in dates are generally set in June but are subject to change. Exceptions must be approved by the Director of Residence Life three weeks prior to training.
- Attend spring training. RAs will be expected to return to campus approximately one week prior to the start of the spring semester for training. Staff wishing to take winter interim classes should take courses that do not conflict with training, unless it is a class needed for graduation. In addition, staff members need approval from the Director of Residence Life prior to enrolling in any winter interim classes.
- Participate in mandatory CSA and SAVE Act training.
- 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.

CSA/Mandatory Reporting
- Due to responsibilities of this position, RAs are considered a “Campus Security Authority” for the university. As such, you shall immediately report any crimes that you are made aware of to the UCCS Police.
- CSA/SAVE ACT Training is required.
- All Resident Assistants are considered to be “responsible employees” under the CU Sexual Misconduct Policy and the UCCS Discrimination and Harassment Policy. As “responsible employee,” if an RA witnesses or receives information regarding any possible sexual misconduct (including sexual assault, intimate partner abuse, sexual harassment, sexual exploitation or related retaliation) or possible protected class discrimination or harassment involving someone affiliated with UCCS, that RA is required to promptly report to the Title IX Coordinator within the Office of Institutional Equity (or designee) all known details about the alleged misconduct, including: (1) Name of the alleged victim; (2) Name of alleged perpetrator; (3) Name of any alleged witnesses; and (4) Any other relevant facts, including the date, time and
specific location of the alleged incident. This reporting requirement is very broad, and applies even to information received by an RA outside of his or her scope of employment.

- RAs will receive further instruction and information on protocols during training regarding reporting.

Involvement
- Outside activities and/or off campus 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.
- RAs are to spend majority of time on campus and sleeping in their assigned room;
- RA responsibilities are a priority 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.
- RAs are not permitted to be peer mentors or RHA executives due the conflict of interest but are encouraged to participate in either club.

Academic
- Maintain a 2.5 Semester GPA
- Must maintain full time status (12 credit hours) during employment and consult the Residence Hall Manager or designee prior to going below full time status.
- Obtain permission from the Residence Hall Manager or designee to take above 18 credit hours per semester.

Outside Employment
- 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. 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.

Other:
- Residence Life and Housing will determine the village/room assignment for each staff member
- Thanksgiving, Spring Break, University Holidays, and university closures are considered to be part of the academic year and will be considered regular working days which may require on call staffing.
- During University closures related to weather staff are still expected to open the front desk in addition to being on call.
- Employment will end after Residence Halls have closed for fall and spring term. Staff can expect to be assisting with hall closing responsibilities during this time. RAs will not be relieved of duty for winter or summer break until they receive approval by Residence Hall Manager or designee, upon completion of hall closing tasks.

Compensation

Summit Village/Village at Alpine Valley Specific Employment Terms:
- RAs in Summit Village and Village at Alpine Valley, except for Crestone, Shavano and 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.
- Staff will be allowed four weekend nights (Fri & Sat) and two weekday nights (Sun-Thurs) per month away from campus.

Alpine Village Apartments (Crestone, Shavano and Antero) Employment Terms
- RAs in Alpine Village Apartments (Crestone, Shavano, and Antero) will receive a single private apartment
- A meal plan (55 meals per semester and $250 flex dollars or equivalent) per semester.
- Required to be on-call during Thanksgiving and Spring Break.
- RAs in Alpine Village Apartments are required to work on-call shifts throughout winter break and will be provided with access to their room for the entirety of winter break as compensation for working on-call shifts.
- Staff will be allowed four weekend nights (Fri & Sat) and two weekday nights (Sun-Thurs) per month away from campus.

Disciplinary Action
- 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.
- The RA is held to the terms described within the job description, 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.