

Resident Advisor Job Description & Position Agreement

Resident Advisors (RA/RAs) are graduate or undergraduate members of the Housing & Residence Life staff who are under agreement to the Department of Housing & Residence Life and directly supervised by Area Coordinators. RAs have the most frequent and direct communication with residential students; therefore, they have an outstanding opportunity to contribute to the development and education of individuals. It is our expectation that the RA is sincerely interested in and supportive of the welfare of the students at University of North Alabama and fully committed to the position and department.

QUALIFICATIONS

- Enrolled full-time in an undergraduate / ^{graduate} program at University of North Alabama. ▪ Good communication skills. ▪ A minimum of 15 hours of paraprofessional training course is required for employment.
- Preference is given to applicants who will be enrolled on campus a full academic year.

KNOWLEDGE AND SKILLS

- Excellent oral and written communication skills
- Outstanding organization skills and ability to work independently.
- Leadership potential as evidenced by previous leadership experiences, recommendations, and staff evaluations.
- High level of maturity exhibited in sound judgment, emotional stability, flexibility, and willingness to accept responsibility.
- Strong interpersonal skills through proven ability to interact effectively with others and as perceived through the interview process and the paraprofessional training.

RESPONSIBILITIES: STUDENT DEVELOPMENT

- Meet and become acquainted with hall/floor residents.
- Assist students with personal, vocational, social, academic, and general concerns or refer students to other resources when appropriate.

- Spend sufficient time on the floor to assess student needs, and ensure that the information is accurately transmitted to the immediate supervisor in a timely manner-

- Encourage the involvement of residents in planning, implementing, and participating in hall, department, and university sponsored activities.
- Facilitate compliance with standards of conduct and/or enforce the standards throughout the academic year.

RESPONSIBILITIES OF ADMINISTRATIVE REPRESENTATIVES

- Attend all year meetings, including meetings (s), and staff developments. Staff meetings will be held Tuesday - with the discretion of the Assistant and the area staff.
- Mandate compliance with standards of conduct.
- Complete all assigned administrative tasks thoroughly, accurately, and on time including, but not limited to, floor meeting information, room condition reports, program proposals/evaluations, and weekly reports.
- Assist with periodic room inspections and the proper check-in and check-out of residents.
- Assist in identifying facilities in need of repair or special attention.
- Check and respond to your email and phone messages at least once per day.
- Check staff mailbox daily and post all University and Housing & Residence Life signage in designated areas immediately upon receipt.
- Use the appropriate chain of communication when transmitting ideas, needs or concerns about residence hall living.

(Resident Advisors/Graduate Assistants/Area Coordinators)

- Develop positive and productive working relationships

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- Inform residents of the fire evacuation, dangerous weather procedures, and other hall safety procedures and monitor the condition of fire safety equipment in the hall.

RESPONSIBILITIES:PERSONAL/PARAPROFESSIONAL DEVELOPMENT & DEPARTMENTAL

- Actively participate in staff training (fall and spring) and developments.
- Assist in student staff and professional nd

- Extracurricular involvement that does not interfere with the performance of the job is permissible. However, these obligations and positions should be discussed with the Area Coordinator in advance.
- Area Coordinators, in conjunction with the Associate Director, reserve the right to limit extracurricular involvement should it negatively impact the RAs job performance.

COMPENSATION

- Full room scholarship for the academic year
- Traditional: Stipend of \$350 per month/\$175 per check
- Cluster/Noala Heights: Stipend of \$300 per month/\$150 per check
- UNA Bookstore Discount (10% off everything but textbooks)

- All RAs are required to complete 3 office hours in the Department of Housing & Residence Life. This time is dedicated solely to job-related responsibilities and RA's should prioritize accordingly. The specific number of hours is designated during fall training.
- All RAs are required to have Tuesdays from 4:00pm to 6:00pm reserved for biweekly staff meetings.
- RAs will either post designated open door hours or work evening desk hours as determined by hall placement. The specific number of hours is designated during fall training.
- RAs will be assigned to a "duty" rotation schedule for weekdays, weekends, and holidays. RAs will also be expected to provide duty coverage over breaks, as needed, which includes extended weekends, Thanksgiving, Christmas and spring breaks. RAs will be expected to follow the appropriate duty procedures which are outlined in the RA manual and Duty Agreement.
- There will be periods throughout the year in which additional coverage is required for departmental events, Preview Days, Staff Selection, openings, closings, campus events, and other times as specified by supervisors. The Department of Housing & Residence Life reserves the right to designate specific weekends as "all on duty" for RAs. These weekends will be communicated well in advance.

GROUNDS FOR TERMINATION

- Violation of a local ordinance, state statute, federal law, University policy, or residence hall policy.
- Acts of negligence, incompetence, or behaviors resulting in unsatisfactory work performance.
- Acts of negligence, incompetence, or behaviors that inhibit Housing & Residence Life from meeting its contractual responsibility with residents, faculty, staff, guests, or visitors.
- Failure to comply with any of the conditions outlined in departmental documents including, but not limited to, the RA Position Description & Position Agreement, the RA Training Manual, the Housing Contract, the Student Handbook, and expectations set by the professional staff.

Tear off and turn in w/acceptance letter.

I, _____, accept the appointment as a Resident Advisor in the residence
halls at University of North Alabama e