

# RESIDENT ASSISTANT (RA) POSITION DESCRIPTION AND CONTRACT

## Edmonds College Housing and Residence Life

Resident Assistants are members of the Housing Office Staff, and as representatives of the College, are expected to act accordingly at all times. As a staff member, the Resident Assistant is expected to strive to accomplish the primary objectives of the Housing program. To do so requires enthusiasm and energy, self-discipline and control, the power to observe keenly and accurately, knowledge of resources to assist you in your job, the ability to recognize and function well in the response to emergency situations or confrontations, and the ability to establish good rapport.

The job in terms of the objectives of the Housing program includes, but is not limited to, the following responsibilities and expectations:

### I. Community Development

- A. Build rapport and become acquainted with each student within the community.
  - 1. Be available at regular times for assistance to students.
  - 2. Schedule and attend hall and/or community meetings.
  - 3. Become acquainted with residents' academic needs and facilitate meaningful discussions.
  - 4. Attend social and academic activities of community and hall.
  - 5. Attend campus programs and encourage residents to do so.
  - 6. Help support the Housing Ambassadors (HA)
  - 7. Make a point to contact each resident in your designated community on a regular basis
- B. Be observant of those living in the community.
  - 1. Observe general behavior and relationships of residents and groups.
  - 2. Recognize and assist those who may have academic difficulty.
  - 3. Be aware of standards and attitudes of residents.
  - 4. Observe and assist any residents with special health problems or refer them to the appropriate source.
- C. Assist residents.
  - 1. Know campus agencies where residents may be referred. Make referrals when necessary.
  - 2. Be available to assist with general problems.
  - 3. Be available for mediation as necessary, particularly involving roommate conflicts.
- D. Develop balanced and appropriate relationships with residents, staff members, and others.
  - 1. Spend equivalent time with individual residents in assigned community.
  - 2. Balance all relationships, whether with residents or otherwise, with other commitments (academics, job, personal).
  - 3. Do not enter into romantic or exclusive relationships with residents from assigned community

### II. Behavior and Conduct Intervention

- A. Set the best possible example by your own actions.
  - 1. Follow all College and Housing Office policies-no exceptions.
  - 2. Support college policies and decisions verbally.
  - 3. Be consistent and ethical.
  - 4. Any illegal use of drugs or alcohol will result in the termination of your employment.
- B. Help residents know and understand policies and procedures.
  - 1. Know and interpret Edmonds College and Housing policies and regulations.
  - 2. Be knowledgeable of and prepared to explain reasons behind policies and procedures.
  - 3. Encourage residents to help enforce policies in their community.

- C. Confront policy violations.
  1. Respond to unacceptable noise levels in an effort to maintain an atmosphere that is livable and conducive to study and sleep.
  2. Support and assist other staff members when they are required to take disciplinary actions.
  3. Develop skills and expertise in performing the disciplinary function.
  4. Formally follow up on all discipline situations.
  5. Type accurate and procedurally correct incident reports, no more than 24 hours after the incident.
  6. Work cooperatively with representatives of Campus Security and other personnel when dealing with policy issues.
- D. Report more severe disciplinary issues to the Coordinator for Residential Education or Housing Director in a timely manner.
- E. Appear at disciplinary hearings when requested.

### III. Advising

The Residence Hall community has a group of Housing Ambassadors (HA) and each Resident Assistant may be called upon to assist with advising the HA as appropriate.

- A. Assist residents with program and activity planning.
- B. Attend meetings and functions of HA as required.
- C. Serve as a resource person.
- D. Encourage development of student leadership, as well as participation in programs and HA in residence halls.

### IV. Administrative Responsibilities

- A. General
  1. Turn in paperwork promptly (incident reports, work orders, room changes, etc.).
  2. Assume "on-call" responsibilities in hall.
  3. Attend, and be on time to, regularly scheduled, and specially scheduled, staff meetings.
  4. Assume leadership in campus common gathering locations.
  5. Assist in keeping building facilities in good working condition. Report deficiencies and damages to the CRE.
  6. Check email regularly for Housing Office updates.
- B. Coordination with Housing Office.
  1. Be fully available for the opening and closing of halls each quarter, and all tasks associated within it.
  2. Complete occupancy reports for the Housing Office.
  3. Assist with work orders for maintenance and/or billing.
  4. Be responsible for room changes in your community and maintain accuracy of paperwork and door tags.
  5. Coordinate key checkout, replacement, etc. with the CRE and Building Manager.
  6. Furnish additional information, which may be necessary in the Housing Office (duty schedules, hall rosters, work orders, etc.).

### V. Programming Responsibilities

- A. Plan and implement the correct number and style of programs based on your community demographics and needs. Follow the programming model set by the Coordinator for Residential Education (CRE).
- B. Encourage residents to stay on campus during weekends through occasional weekend programming.
  1. Plan weekend activities and assist with Housing Office sponsored activities. Particular attention should be paid to programming while on weekend duty.
- C. Complete a program evaluation within 48 hours after the program has been completed
- D. Assist in planning and facilitation of Orientation Week programming at the start of each quarter.

**VI. Personal and Academic Balance**

- A. Take no more than 18 credit hours per quarter unless previously arranged with the CRE and the Housing Director.
- B. Must be enrolled in classes, or remain in OPT status, for 3 consecutive quarters.
  - 1. A quarter-long break from classes is allowed if the above criteria is met.
  - 2. Only 1 RA per Fall, Winter, or Spring quarter may take a break from both classes and RA duties.
- C. Remain on campus at least two weekends per month and you can plan to take one weekend per month away from campus (the months of October and January may require more than two weekends per month on campus). These weekends cannot be “banked and cashed.” This means that if you stay on campus for a whole month, you do not get another month “off.”
- D. Spend four out of five weeknights in the residence hall assigned.
- E. Attend classes regularly, serving as an academic role model for residents.
- F. Take responsibility for budgeting time so the job is carried out, necessary studying is accomplished, and there is time for relaxation.
- G. Students who are graduating in December, studying abroad, or student teaching are not eligible to be an RA.
- H. Students must maintain at least a 2.5 GPA both quarterly and cumulative

**VII. Training and Development**

- A. Participate in all of Fall training, returning to campus up to three weeks before Fall Quarter.
- B. Attend Spring Training Day. Time and Day TBD.
- C. Attend all weekly staff meetings throughout the year. (usually 1.5-2 hours)
- D. Attend weekly individual one on one meetings with the CRE. (0.5 hour)
- E. Attend all staff inservice trainings during the year. (varies)
- F. Attend all meetings called by the CRE or Housing Director throughout the year.

**VIII. Other Duties as Assigned**

- A. Assume responsibilities for other duties as assigned by the CRE or Housing Director.
- B. RA’s may be relocated at any point to meet the needs of EdCC Housing and Residence Life

Possible updated position description will be provided during training.